

1998
OCCUPATIONAL
OUTLOOK
and
DIRECTORY OF
VOCATIONAL
TRAINING



NORTH CENTRAL COUNTIES CONSORTIUM
COLUSA YUBA
GLENN SUTTER
LAKE

a product of

The California Cooperative

CCOIS

Occupational Information System

sponsored by



1998
OCCUPATIONAL
OUTLOOK
and
DIRECTORY OF
VOCATIONAL TRAINING
for
COLUSA, GLENN, LAKE, SUTTER &
YUBA COUNTIES

a product of

The California Cooperative



Occupational Information System

sponsored by

NORTH CENTRAL COUNTIES CONSORTIUM
PRIVATE INDUSTRY COUNCIL

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE



The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produces local occupational and labor market information. It is a statewide program operating at 38 sites representing 58 California counties. The local agencies, referred to as Local Partners, consist of Private Industry Councils, Job Training Partnership Agencies, Economic Development Agencies, and employers. At the state level, the Employment Development Department provides technical and financial assistance to the Local Partners and administers the CCOIS under the advisement and policy guidance of the California Occupational Information Coordinating Committee (COICC).

The following pages list contact information for other Local Partner agencies that produce Occupational Outlook reports for their areas. They also collect information about training programs in their local areas and either integrate this information in their Occupational Outlook Reports or produce a separate local Training Resource Directory. Printed reports as well as portable document format reports (pdf files) on diskette can be obtained by contacting these agencies at the phone numbers provided.

EDD's Labor Market Information Division web page offers the Occupational Outlook reports in pdf format as well as a statewide listing of occupations surveyed in 1995, 1996, and 1997, a wage report by occupation, and other labor market information at the following address : <http://www.calmis.ca.gov>. The State Training Inventory (STI), an interactive database listing vocational training providers for the entire state is available at the California Occupational Information Coordinating Committee (COICC) web site at the following address: <http://sti.soicc.ca.gov/sti/>

Printed copies of Occupational Outlook publications for other counties may be requested from these local partner contacts. Free computer "pdf" versions of this publication can be downloaded from EDD's Labor Market Information Division at their web site: <http://www.calmis.cahwnet.gov/htmlfile/ccois/oor.htm>

<i>NORTHERN REGION</i>		CONTRA COSTA COUNTY	Contra Costa County Private Industry Council 2425 Bisso Lane, Suite 100 Concord, CA 94520-4817 (510) 646-5239
BUTTE COUNTY	Private Industry Council of Butte County 2185 Baldwin Avenue Oroville, CA 95966 (530) 538-7301	MARIN COUNTY	Marin Employment Connection 4340 Redwood Highway, Suite E354 San Rafael, CA 94903 (415) 499-6038
GOLDEN SIERRA CONSORTIUM Alpine County El Dorado County Nevada County Placer County Sierra County	Golden Sierra Job Training Agency 11549 "F" Avenue Auburn, CA 95603 (530) 823-4631	MONTEREY COUNTY	Monterey County Private Industry Council 730 La Guardia Street Salinas, CA 93905-3354 (408) 755-3247
HUMBOLDT COUNTY	Humboldt County Employment Training Dept. 930 Sixth Street Eureka, CA 95501 (707) 441-4642	NAPA COUNTY	Napa County Training and Employment Center (TEC) 2447 Old Sonoma Road Napa, CA 94558 (707) 253-4291
MENDOCINO COUNTY	Mendocino Private Industry Council P.O. Box 480 (mailing) Ukiah, CA 95482 (707) 468-1196	SAN BENITO COUNTY	NOVA Private Industry Council 505 W. Olive Ave, Ste 550 Sunnyvale, CA 95023 (408) 522-1049
MOTHER LODGE CONSORTIUM Amador County Calaveras County Mariposa County Tuolumne County	Mother Lode Job Training P.O. Box 1176 Sonora, CA 95370 (209) 533-3396	SAN FRANCISCO COUNTY	Private Industry Council of San Francisco 1650 Mission Street San Francisco, CA 94103 (415) 431-8700
NORTH CENTRAL COUNTIES CONSORTIUM Colusa County Glenn County Lake County Sutter County Yuba County	Private Industry Council 1215 Plumas Street, Suite 1800 Yuba City, CA 95991 (530) 822-7145	SAN MATEO COUNTY	County of San Mateo Job Training & Economic Development 262 Harbor Blvd., Bldg A Belmont, CA 94002 (650) 802-5171
NoRTEC CONSORTIUM Del Norte County Lassen County Modoc County Plumas County Siskiyou County Tehama County Trinity County	Job Training Center of Tehama County 333 Main Street Red Bluff, CA 96080 (530) 529-7010	SANTA CLARA COUNTY	City of Sunnyvale NOVA Private Industry Council 505 W. Olive Ave., Ste. 550 Sunnyvale, CA 94086 (408) 522-1049
SACRAMENTO & YOLO COUNTIES CONSORTIUM	Yolo County Community Partnership Agency 112 West Main Street Woodland, CA 95695 (916) 661-2900	SANTA CRUZ COUNTY	County of Santa Cruz Human Resource Agency 1040 Emeline Avenue Santa Cruz, CA 95060 (408) 454-4080
SHASTA COUNTY	Shasta County Private Industry Council 1220 Sacramento Street Redding, CA 96001 (530) 246-7911	SOLANO COUNTY	Private Industry Council of Solano County 320 Campus Lane Suisun, CA 94585 (707) 864-3370
<i>COASTAL/BAY AREA REGION</i>		SONOMA COUNTY	Sonoma County Private Industry Council Job Training Office 2245 Challenger Way #104 Santa Rosa, CA 95407 (707) 547-5550
ALAMEDA COUNTY	Oakland Private Industry Council 360 22nd Street, #600 Oakland, CA 94612 (510) 208-7363		

CENTRAL REGION

FRESNO COUNTY	Fresno Workforce Development Board 1999 Tuolumne St., Ste. 700 Fresno, CA 93721 (209) 233-4500
KERN/INYO/MONO CONSORTIUM Inyo Kern Mono	Employers' Training Resource 2001 28th Street Bakersfield, CA 93301 (805) 336-6843
KINGS COUNTY	Kings County Job Training Office Kings Co Government Center Hanford, CA 93230 (209) 582-9213
MADERA COUNTY	Madera Co. Dept. of Education, Employment & Training 114 South C Street Madera, CA 93638 (209) 673-7031
MERCED COUNTY	Merced Private Industry Training Dept 1020 West Main Street Merced, CA 95340 (209) 385-7324
SAN JOAQUIN COUNTY	San Joaquin County Employment & Economic Development 850 North Hunter Street Stockton, CA 95202 (209) 468-3500
STANISLAUS COUNTY	Private Industry Council of Stanislaus County P.O. Box 581770 Modesto, CA 95358-0031 (209) 558-2112
TULARE COUNTY	Tulare County Private Industry Council 2374 West Whitendale Visalia, CA 93277 (209) 737-4246

SOUTHERN REGION

IMPERIAL COUNTY	Private Industry Council of Imperial County, Inc. 797 Main Street, Suite A El Centro, CA 92243 (760) 353-5050
LOS ANGELES COUNTY	City of Long Beach Business Development Center 200 Pine Avenue, Suite 400 Long Beach, CA 90802 (562) 570-3865
ORANGE COUNTY	Orange County Job Training Partnership Agency 1300 South Grand, Bldg B., Third Floor Santa Ana, CA 92705 (714) 567-7530
RIVERSIDE COUNTY	Riverside County EDA Job Training 1151 Spruce Street Riverside, CA 92507 (909) 955-3100

SAN BERNARDINO COUNTY

County of San Bernardino Jobs and Employment Service Dept.
851 S. Mount Vernon Ave,
Suite 11
Colton, CA 92324
(909) 433-3330

SAN DIEGO COUNTY

San Diego Workforce Partnership, Inc.
1551 4th Avenue, Ste. 600
San Diego, CA 92101
(619) 238-1445

SAN LUIS OBISPO COUNTY

Private Industry Council of San Luis Obispo Co Inc
3566 So Higuera St., Ste. 100
San Luis Obispo, CA 93401
(805) 541-4044

SANTA BARBARA COUNTY

Santa Barbara County Job Training Network
2400 Professional Pkwy
Suite. 150
Santa Maria, CA 93455
(805) 739-8650

VENTURA COUNTY

County of Ventura Workforce Development Division
509 So. Ventura Rd
Oxnard, CA 93030
(805) 382-5210

OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment and training information, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended as a reference for basing and supporting these and other types of decisions. To maximize the use of this information, please contact your local CCOIS Project Coordinator at (707) 262-3408.

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ACKNOWLEDGMENTS

We are grateful to those who have helped with this project.

- To Colusa, Glenn, Lake Sutter and Yuba counties' **employers** who take time out of their busy schedules to respond to our survey questionnaires, providing the data critical to this report.
- To the **Private Industry Council** and **Governing Board members** who continuously give their support to the program.
- To **Charles Peterson, Executive Director** and **William Rottman, Deputy Director** of the North Central Counties Consortium.
- To the **Job Training Program Managers**, **Career Center staff** and other **labor market information users** who attend the community meetings, help select occupations for the survey, and contribute their ideas and expertise to the process.
- To our CCOIS Site Analyst, **Angelica Duran** of the State of California Employment Development Department, Labor Market Information Division.
- To **Anita Alexander, Brandy Martin**, and **Quentin Turner**, Research Analysts for Lake, Colusa/Glenn, and Sutter/Yuba counties respectively, who provide us with projections information.

Without these partnerships, the CCOIS project would not be possible.

Donna Hodge
CCOIS Project Coordinator



INTRODUCTION

The information presented in this Occupational Outlook Report was collected and analyzed through a partnership between the Private Industry Council (PIC) of the North Central Counties Consortium (NCCC) and the Labor Market Information Division (LMID) of the California State Employment Development Department (EDD).

The Occupational Summaries in this report provide aggregate labor market information for NCCC's five counties: Colusa, Glenn, Lake, Sutter and Yuba. The occupations surveyed were selected by local users of labor market information, including vocational program administrators, planners, and counselors. Occupations were voted on at community meetings held during January 1998 in Colusa, Lakeport, Yuba City, and Willows.

The purpose of the Occupational Outlook Report is to provide useful information about occupations and the local labor market. Not all occupations included may be suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is inappropriate.

Questions regarding this report may be referred to Donna Hodge, CCOIS Project Coordinator, 341 N. Main Street, Lakeport, CA 95453, (707) 262-3408. For further information on the California Cooperative Occupational Information System please contact Employment Development Department, Labor Market Information Division, State/Local LMI Group, P.O. Box 826880, MIC 57, Sacramento, CA 94280-0001, (916) 262-2353. For general information, call (916) 262-2162.

PROGRAM METHODS

OCCUPATION SELECTION: North Central Counties Consortium (NCCC) staff and consultants established criteria for selecting occupations to survey. These were: 1) occupations should have a substantial employment base in the consortium, 2) there should be a substantial number of projected job openings in the occupations, and 3) the occupations should offer a reasonable potential for advancement.

For the first two criteria, occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past and present occupational employment within NCCC and projected local job growth rates. Occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected from these tables.

A preliminary list of occupations was developed. This list was reviewed by vocational program operators, educators, counselors, economic development professionals, members of the Private Industry Council and other labor market information users at community meetings held throughout the consortium. Occupations were selected by vote at these meetings. Each occupation was then clearly defined to ensure collection of appropriate information.

DEFINITION OF OCCUPATIONS: An occupation is the name or title of a job that identifies the various activities and functions of a worker. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries.

SURVEY SAMPLE SELECTION: After the occupations were selected and defined, the industries within which they are typically found were determined. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged, i.e., the products or services it produces. Industries are classified within categories of the *Standard Industrial Classification Manual*. Every firm in the state is classified in one or more industry categories.

EDD staff, using employer databases and occupational staffing patterns within industries, provided a representative sample of forty employers and list of supplemental firms for each occupation. When necessary, employers were deleted from the sample because they were no longer in business or a local address or phone number could not be obtained, or they did not employ in the occupation. To maintain statistical significance, as employers were deleted from a sample, they were replaced with firms from the corresponding supplemental list.

QUESTIONNAIRE DEVELOPMENT : EDD developed a framework of questions to be asked and identical questionnaires were used for each of the occupations. A third page for skills questions and locally pertinent information was developed by the project coordinator and added to each EDD questionnaire.

SURVEY PROCEDURES: Data was collected from July 7, 1998 through December 18, 1998. Questionnaires were mailed in stages. Survey responses were reviewed by the Project Coordinator to monitor accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other information obtained on the occupation. Employers not responding to the mailed questionnaires were contacted by phone and given the opportunity to complete the survey by telephone. If a sufficient number of responses to obtain statistical significance could not be obtained from the finalized sample, employers not yet activated from the original supplemental list were contacted. Other firms were also added to the sample from the Yellow Pages or other sources. Licensing and certifying agencies, professional and trade associations, training providers, etc. were contacted for additional information.

TABULATIONS AND RESULTS: Survey responses were entered into a database and computer generated data tabulations were produced. The project coordinator analyzed these tables and summarized the occupations individually. Specific employer information is and will remain confidential.

GUIDE TO OCCUPATION SUMMARIES

Each Occupational Summary includes at least seven areas of information. Reporting within each of these areas reflects standardized terms and guidelines applied by the California Cooperative Occupational Information System (CCOIS). Explanations of these terms and guidelines follow:

DESCRIPTION OF OCCUPATION: Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. Titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics.

WAGES AND FRINGE BENEFITS: The wage data allows cross comparison of salary ranges within occupations. The data are not intended to represent official prevailing wages. The ranges are based on employer survey responses, with extreme answers excluded. Wages reflect the economic situation following the March 1, 1998 minimum wage increase to \$5.75/hr. Salary ranges are reported for three levels of employee experience, defined as follows:

New hires, no experience	Wages of persons trained or otherwise qualified, but with no paid experience in the occupation.
New hires, experienced	Starting wage paid to journey-level or experienced persons just starting at the firm.
Experienced, after three years	Wages generally paid to persons with three years journey-level experience at the firm.

Common benefits offered to employees are presented with wages. References to *all, almost all, many, some or few* employers utilize the same guidelines discussed under the following section.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS: This section describes the relative importance of training, education, and work background including licenses and other qualifications reported by employers. Also included in this section are employer preferences and key personal traits usually present in those working in the occupation. When reference is made to *all, almost all, most, many, some, or few*, the following guidelines have been applied:

All employers	100% of survey respondents.
Almost all employers	80-99% of survey respondents.
Most employers	60-79% of survey respondents.
Many employers	40-59% of survey respondents.
Some employers	20-39% of survey respondents.
Few employers	19% or less survey respondents.

IMPORTANT QUALIFICATIONS FOR JOB ENTRY : This section describes the relative importance of skills reported by respondents to this and other EDD surveys. A primary list of skills for each occupation was identified by EDD.

SUPPLY/DEMAND ASSESSMENT : The terms presented in this section refer to relative difficulty experienced by employers in locating qualified applicants. Supply/demand terms are listed separately for experienced and inexperienced workers, unless otherwise noted. The terms used in describing the local supply/demand situation are defined as:

Very difficult	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat difficult	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A little difficult	Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

SIZE OF OCCUPATION: The stated size of a particular occupation relates to its estimated number of workers in the consortium, based upon EDD's Forecast Tables presented in Projections of Employment by Industry and Occupation 1994-2001, published in EDD's Projections and Planning Information. Occupational size is measured using the following scale:

Small	Less than 86 workers (<15% of total wage & salary employment)
Medium	86 - 170 workers (15-29% of total wage & salary employment)
Large	171 - 370 workers (30-64% of total wage & salary employment)
Very Large	371 or more workers (>64% of total wage & salary employment)

EMPLOYMENT TRENDS: It is important not to over-emphasize growth in an occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings (turnover) are most numerous in occupations with relatively low training.

The following standard terms are used to describe the projected annual growth rate for individual occupations, derived by dividing each occupation's seven-year period projected growth by the average projected growth rate of 10.8% for all occupations in the North Central Counties Consortium, based upon Occupational Employment Forecast Tables published in the Projection and Planning Information for the outlook period 1994-2001.

Much faster than average	1.5% or more annual growth
Faster than average	1.1% to but not including 1.5% annual growth
Average	0.9% to but not including 1.1-% annual growth
Slower than average	Less than 0.9% but greater than 0 annual growth
No significant change, or remain stable	Zero
Slow decline	Less than zero

OTHER INFORMATION: Any information of unique relevance to the particular occupation is presented in this section. Standardized terms and guidelines as defined in previous sections continue to apply. **Emerging or obsolete skills** and **common job titles** are reported here. **Promotional patterns** (Career Ladders) are discussed. **Work hours** and **industry concentrations** are also provided. Relevant **local considerations** are noted. **Dictionary of Occupational Titles (DOT) Codes** encompassed by the occupation are cited here. Related EDD-prepared **California Occupational Guide numbers** and U.S. Dept. of Labor Bureau of Labor Statistics' **Occupational Outlook Handbook titles** are also provided.



Please return completed questionnaire to:

North Central Counties Consortium341 N. Main Street
Lakeport, CA 95453

Phone: 707-275-0974

Fax: 707-263-0920

SAMPLE QUESTIONNAIRE**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL****Whom should we contact with any further questions ?**

NAME: _____

POSITION: _____

PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in Colusa, Glenn, Lake, Sutter and/or Yuba counties. If you have questions, please call Donna Hodge at 707-275-0974.

Secretaries, except Legal and Medical**OES: 551080**

Secretaries, except Legal and Medical relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

1. What job titles do you use for these duties? _____ 005

2. How many employees do you currently have in this occupation? 010

How many of these fall within each of the following categories, and how many hours per week do they work, on average?

	NUMBER OF EMPLOYEES	AVERAGE WEEKLY HOURS
Regular, Full Time:	<input type="text"/> 590	<input type="text"/> 591
Regular, Part Time:	<input type="text"/> 650	<input type="text"/> 651
Temporary Or On-Call:	<input type="text"/> 630	<input type="text"/> 631
Seasonal:	<input type="text"/> 610	<input type="text"/> 611

3. Of the employees you currently have in this occupation, how many are : MALE? 060 FEMALE 061

4. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<input type="text"/> 031
vacancies resulting from people in permanent positions leaving your firm?	<input type="text"/> 032
new permanent positions resulting from growth?	<input type="text"/> 030
temporary or seasonal positions?	<input type="text"/> 033

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

_____ 414 _____ 416 _____ 415 _____ 417
 Job Title Months of Experience Job Title Months of Experience

10. How difficult is it to find **fully experienced and qualified** applicants?

(Please Check One) NOT DIFFICULT ☐ 721.1 A LITTLE DIFFICULT ☐ 721.2 SOMEWHAT DIFFICULT ☐ 721.3 VERY DIFFICULT ☐ 721.4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards?

(Please Check One) NOT DIFFICULT ☐ 731.1 A LITTLE DIFFICULT ☐ 731.2 SOMEWHAT DIFFICULT ☐ 731.3 VERY DIFFICULT ☐ 731.4

12. Is training acceptable as a substitute for experience?

(Please Check One) NEVER ☐ 391.4 SOMETIMES ☐ 391.3 USUALLY ☐ 391.2 ALWAYS ☐ 391.1

13. If training or certification is required prior to employment, please describe what is needed and how much.

Training or Certification Needed _____ 153 _____ 156
Months of Training

14. What level of formal education do **most** of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What is the usual income earned by your employees in this occupation at the following levels of skill and experience?
(Please separate the base wage or salary from tips and commissions, if applicable.)

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H MONTH <input type="checkbox"/> 556 M	WEEK <input type="checkbox"/> 556 W YEAR <input type="checkbox"/> 556 A	Other: _____ <input type="checkbox"/> 556 O	HOUR <input type="checkbox"/> 557 H MONTH <input type="checkbox"/> 557 M	WEEK <input type="checkbox"/> 557 W YEAR <input type="checkbox"/> 557 A	Other: _____ <input type="checkbox"/> 557 O
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16. Does your firm offer benefits to employees in this occupation? (Please Check One) YES ☐ 589.1 NO ☐ 589.2

If yes, please specify: (Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify): _____	Full-Time <input type="checkbox"/> 578	Part-Time <input type="checkbox"/> 588			

17. Do you ever promote employees from this occupation to a higher level position? (Please Check One) YES ☐ 514.1 NO ☐ 514.2

If yes, please specify: _____ 510

18. When you recruit employees for this occupation, which of the following methods do you **primarily** use? (Check All That Apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRAL <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	OTHER (Please Specify): _____ <input type="checkbox"/> 380

19. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please Check All That Apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

20. Over the next three years, what new skills are needed to perform the duties of this occupation and what skills are becoming obsolete?

NEW SKILLS

OBSOLETE SKILLS:

_____ 460 _____

462

_____ 461 _____

463

21. In addition to the education level specified in question 14, is training *required* prior to employment for this occupation? YES ☐
NO ☐

If yes, please describe the type and length of an acceptable training program:

If training is not required, would you consider completion of such a training program preferable? YES ☐ NO ☐
NOT APPLICABLE ☐

22. Is a certificate or credential *required* to become employed in this occupation? YES ☐ NO ☐
If yes, please specify:

If certificates or credentials are not required, would you consider them preferable? YES ☐ NO ☐ NOT APPLICABLE ☐

23. Is this occupation considered an entry level position in your firm? YES ☐ NO ☐

What type of work experience or background would help prepare someone for this occupation?

24. Please specify the **most important skills or other qualifications** required for job entry.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

25. Considering your most recent applicants **for this occupation**, please note any qualifications that seem to be in short supply locally.

<hr/>	<hr/>
<hr/>	<hr/>

26. Specify **any** occupations for which you have difficulty finding qualified applicants.

<hr/>	<hr/>
<hr/>	<hr/>

Comments:

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- Accountants & Auditors-1993
- Administrative Assistants-1992
- Alcohol & Drug Abuse Counselors (see Social Workers-Medical & Psychiatric)
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- Assemblers & Fabricators-except Machine, Electrical, Electronic & Precision-1996
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CONSTRUCTION & BUILDING INSPECTORS

OES Code: 219080
10 Firms Responding

27 Jobs Represented
78% Male, 22% Female

DESCRIPTION

Construction and Building Inspectors inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations. Inspections may be limited to a single area, such as electrical systems or elevators, or inspections may be more general in nature.

SIZE OF OCCUPATION

Small (Less than 86 workers)

EMPLOYMENT TRENDS

Remains stable (Zero growth projected)

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$10.25 - 10.25	\$10.23
New Hires, experienced	\$10.25 - 16.50	\$14.00
Experienced, 3 yrs with firm	\$15.25 - 20.00	\$16.00

Union Hourly Wages	Range	Median
New Hires, no experience	\$11.39 - 13.60	\$12.49
New Hires, experienced	\$14.00 - 15.10	\$14.12
Experienced, 3 yrs with firm	\$16.04 - 17.72	\$17.00
Summer/Fall 1998		

Fringe Benefits

All responding employers offer medical insurance, dental insurance, paid sick leave, paid vacation, and retirement plans to full-time employees, and almost all also offer vision insurance and life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants: Somewhat difficult
Inexperienced Applicants: A little difficult

Employers may have some difficulty finding experienced workers at times, and the supply of inexperienced applicants is somewhat larger than the demand.

REQUIREMENTS

Education, Training and Experience

Most recent hires have completed some college but no degree, and many have a bachelor's degree. Most employers usually require 12-24 months experience as a building inspector or plans examiner, or 24 months as a general building contractor. Most employers will sometimes consider training as a substitute for part of the experience. All responding employers require certification from the International Conference of Building Officials (ICBO) in Building Inspection, Plan Checking, or Combination Inspection within one year of hire.

Important Qualifications for Job Entry

Technical: Understanding of electrical circuitry, ability to read blueprints, surveying skills, understanding of building codes, possession of a valid driver's license, ability to accurately record and report information.

Personal or other: Willingness to work irregular hours, willingness to work overtime, ability to work independently.

Physical: Ability to tolerate dust and paint fumes, good physical condition, ability to work from ladders and scaffolds, ability to work outdoors in all weather conditions, ability to crawl under buildings.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

CONSTRUCTION & BUILDING INSPECTORS

OTHER INFORMATION

Common Job Titles

Building Inspector, Plan Checker, Plan Checker-Clerk, Plans Examiner.

New/Emerging Skills

Computer literacy, increasing computer skill level, use of computer permitting system.

Career Ladder

Certification in multiple categories can enhance an inspector's opportunities for employment and advancement to more responsible positions, such as Chief Building Official.

Hours

All positions are full-time, avg. 40 hours/week.

Employing Industries

General Building Contractors (SIC 1521), General Medical & Surgical Hospitals (SIC 8062), Local Government (SICs 9030-31), Fire Protection (SIC 9224)

California Occupational Guides

#306 Building Inspectors, Interest Area 5B

Occupational Outlook Handbook

Building Inspectors

Dictionary of Occupational Titles Codes

168.167-030 Inspector, Building
168.167-034 Inspector, Electrical
168.167-038 Inspector, Elevators
168.167-046 Inspector, Heating & Refrigeration
168.167-050 Inspector, Plumbing
168.267-010 Building Inspector
168.267-102 Plan Checker
182.267-010 Construction Inspector
850.387-010 Inspector of Dredging
850.467-010 Grade Checker

Training Opportunities

Community Colleges

Butte: Technology-Building Inspection, *Certificate of achievement, A.S. degree, refresher courses*

Private Schools

Wilrick Institute of Technology, Inc. (WIT)
3437 Myrtle Avenue, Suite 390
North Highlands, CA 95660
Phone: (916) 332-6132
Fax: (916) 332-9539
Internet: <http://www.wilrick.com>

DRAFTERS

OES Code: 225140
15 Firms Responding

39 Jobs Represented
87% Male, 13% Female

DESCRIPTION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$8.50 - 12.00	\$12.00
New Hires, experienced	\$8.00 - 19.25	\$13.50
Experienced, 3 yrs with firm	\$13.00 - 24.00	\$17.00

Summer/Fall 1998

Fringe Benefits

Almost all employers offer medical insurance and paid vacation to full-time employees, most also offer paid sick leave and life insurance, many also offer dental insurance and retirement plans, and some also offer vision insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a *good outlook* for qualified job seekers.

SIZE OF OCCUPATION

Medium (86-170 workers)

EMPLOYMENT TRENDS

Slow decline (-1.4% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have completed some college but no degree. Most employers usually require 12-24 months work experience as a Drafting Technician using computer-assisted design (CAD) software, but many employers will usually consider training as a substitute for part of the experience. Many employers prefer applicants who have completed 12 months of college-level drafting coursework and CAD training.

Important Qualifications for Job Entry

Technical: Knowledge of geometry, knowledge of trigonometry, freehand drawing skills, ability to read blueprints, computer-assisted design (CAD) skills, ability to write effectively, ability to work with maps.

Personal or other: Ability to provide own drafting tools, willingness to work with close supervision, ability to work independently.

Basic: Ability to read and follow instructions, ability to write legibly, oral communication skills.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

DRAFTERS

OTHER INFORMATION

Common Job Titles

CAD Operator, Cadastral Drafting Technician, Detail Drafter, Drafting Technician, Mechanical Detailers, Truss Designer.

New/Emerging Skills

Increasing computer knowledge, CAD, Windows & network environment

Skills Becoming Obsolete

Hand drafting, MS-DOS

Career Ladder

Entry-level or junior drafters usually do routine work under close supervision. After gaining experience, intermediate-level drafters progress to more difficult work with less supervision. They may be required to exercise more judgement and perform calculations when preparing and modifying drawings. Drafters may eventually advance to senior drafter, designer, or supervisor. Many employers pay for continuing education, and with appropriate college degrees, drafters may go on to become engineering technicians, engineers, or architects.

Hours

Almost all positions are full-time, avg. 40 hrs/week. Few temporary or on-call positions, avg. 40 hrs./week.

Employing Industries

Plumbing, Heating & Air Conditioning (SIC 1711), Electrical Work (SIC 1731), Structural Wood Members, not elsewhere classified (SIC 2439), Gas & Other Services Combined (SIC 4932), Engineering Services (SIC 8711), Architectural Services (SIC 8712), Surveying Services (SIC 8713), Local Government (SICs 9030-9031)

California Occupational Guides

#338 Drafting Occupations, Interest Area 5-A

Occupational Outlook Handbook

Drafters

Dictionary of Occupational Titles Codes

001.261-010 Drafter, Architectural
001.261-014 Drafter, Landscape
003.281-010 Drafter, Electrical
003.281-014 Drafter, Electronic
005.281-010 Drafter, Civil
005.281-014 Drafter, Structural
007.261-010 Chief Drafter
007.261-022 Drafter, Tool Design
007.281-010 Drafter, Mechanical
017.261-030 Drafter, Detail
017.261-034 Drafter, Heating & Ventilating
017.281-014 Drafter Apprentice
017.281-018 Drafter, Assistant
017.281-034 Technical Illustrator

Training Opportunities

Community Colleges

Butte: Technology: Drafting & CAD, *Certificate of achievement, A.S. degree, Transfer program*
Yuba: Architectural Drafting: *Certificate of completion, Certificate of training*. Drafting Technology: CSU Transfer program
Napa Valley, 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015, Internet site: <http://www.nvc.cc.ca.us/>
Degree & certificate programs

Private Schools & Colleges:

Sierra West Academy, Yuba City: *AutoCAD & Drafting Technology*
Pacific Union College, 460 Howell Mountain Rd., Anguin, CA 94508 Phone (707) 965-6311 Fax (707) 965-6432, *A.S. & B.S. degree programs*
Pacific Technical Institute, Inc., 3760 Morrow Lane, Suite E, Chico, CA 95928 Phone (530) 892-1350 Fax (530) 892-1352, *CAD Tech. Certificate*

Regional Occupation Programs:

Lake: *Architectural Drafting*, Upper Lake H.S.
Tri-County (Colusa, Sutter, Yuba): *Architectural Design*, Marysville H.S., Pierce H.S., Yuba City H.S.
Napa County: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Drafting certificate program*

FARM EQUIPMENT OPERATORS

OES Code: 790210
16 Firms Responding

102 Jobs Represented
97% Male, 3% Female

DESCRIPTION

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 7.00	\$ 6.00
New Hires, experienced	\$ 6.00 - 10.00	\$ 6.50
Experienced, 3 yrs with firm	\$ 7.00 - 12.00	\$ 7.71

Summer/Fall 1998

Fringe Benefits

Few employers offer medical insurance, paid vacation, dental insurance, and paid sick leave to full-time employees. Few employers offer medical insurance, paid sick leave, and paid vacation to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: A little difficult

Job seekers may experience competition.

SIZE OF OCCUPATION

Insufficient data available

Survey findings indicate this occupation to be of medium size (86-170 workers)

EMPLOYMENT TRENDS

Insufficient data available

Almost all responding employers report they expect employment in this occupation to remain stable over the next three years.

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have a high school or equivalent education. Many employers sometimes require 1-2 seasons prior work experience in a farm or related industry. Many employers prefer 6-12 months experience in farm equipment maintenance and operation, or operating a forklift in a field or orchard. Many employers will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Ability to operate tractors, possession of mechanical aptitude, ability to do maintenance and minor repairs, ability to use hand tools, possession of valid Class A driver's license, possession of valid Class B driver's license.

Physical: Ability to do strenuous, physically demanding work, good vision.

Basic: Oral communication skills, ability to write legibly, ability to perform basic mathematical computations, ability to read and follow instructions, willingness to work with close supervision, ability to work independently.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

FARM EQUIPMENT OPERATORS

OTHER INFORMATION

Common Job Titles

Ag Shop Worker, Bale Press Operator, Bobtail Truck Driver, D9 Caterpillar Operator, Dehydrator Operator, Equipment Operator, Farm Machine Operator, Foreman, Forklift Driver, Grain Miller-Helper, Harvester Operator, Machine Cleaner, Ranch Man, Rice Dryer Operators & Assistants, Shaker Operator, Sweeper Driver, Tractor Driver.

Career Ladder

Most employers report they promote from beginner-level positions requiring little experience to other jobs with more responsibility or higher pay and/or increased hours, for example from assistant to operator, forklift to bale press operator, part-time seasonal to full-time long-term, or eventually to Ranch Foreman.

Hours

Most positions are seasonal, avg. 50 hours/week. Few full-time and part-time positions, avg. 51-56 hours/week. Few temporary or on-call positions, avg. 42 hours/week.

Employing Industries

Rice (SIC 0112), Cotton (SIC 0131), Vegetables & Melons (SIC 0161), Grapes (SIC 0172), Tree Nuts (SIC 0173), Deciduous Tree Fruits (SIC 0175), Fruits & Tree Nuts, not elsewhere classified (SIC 0179), General Farms, Primarily Crop (SIC 0191), Crop Preparation Services for Market, except Cotton Ginning (SIC 0723), Cotton Ginning (SIC 0724).

Dictionary of Occupational Titles Codes

401.683-010	Farmworker, Grain I
401.683-014	Farmworker, Rice
402.663-010	Farmworker, Vegetable I
403.683-010	Farmworker, Fruit I
404.663-010	Farmworker, Field Crop I
404.685-010	Seed-Potato Arranger
405.683-014	Growth-Media Mixer, Mushroom
409.683-010	Farm-Machine Operator
409.683-014	Field Hauler
409.685-010	Farm-Machine Tender
409.686-010	Farmworker, Machine
429.685-010	Ginner
429.685-014	Thresher, Broomcorn

California Occupational Guides

#225 Farmworker Occupations, Interest Area 3
#190 Forklift Operators, Interest Area 6

Occupational Outlook Handbook

Farm Workers

Local Considerations

Most employment in this occupation are in Colusa, Glenn, Sutter & Yuba counties, where the terrain is generally open and flat and the climate and soil are conducive to a variety of crops. Agricultural farming and processing are major industries in these counties, with well established rice and cotton farms and mills, fruit and vegetable packing houses, dry yards, nut dehydrators and packaged food processing plants. A wide variety of crops are harvested each year, including peaches, tomatoes sugar beets, olives, oranges, walnuts, almonds, and pistachios. Agriculture in Lake County is a major industry in terms of dollars, but it's mountain terrain limits the size of farms, and the mountain climate limits crops to mostly walnuts, pears, wine grapes, and rice grown on reclaimed lake bed land.

Training Opportunities

Community Colleges

Butte: *Agriculture Career Programs: Mechanized Agriculture Option-Certificate of Achievement, A.S. degree, In-service courses*

Regional Occupation Programs:

Colusa County: *Ag Equipment Operation & Maintenance*, Williams H.S.

Glenn County: *Careers in Ag Production*, Hamilton H.S., *Ag Mechanics*, Elk Creek H.S., Princeton H.S., & Willows H.S.

Tri-County (Colusa, Sutter, Yuba): *Farm Power Mechanics*, Yuba City H.S., *Farm Equipment & Metal Fabrication*, Live Oak H.S. & Sutter H.S.

FIREFIGHTERS

OES Code: 630080
11 Firms Responding

274 Jobs Represented
82% Male, 18% Female

DESCRIPTION

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 5.75	\$ 5.75
New Hires, experienced	\$ 7.00 - 13.50	\$10.57
Experienced, 3 yrs with firm	\$10.00 - 14.25	\$10.96

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 9.02 - 9.78	\$ 9.40
New Hires, experienced	\$ 9.32 - 9.78	\$ 9.41
Experienced, 3 yrs with firm	\$10.09 - 11.60	\$10.84

Summer/Fall 1998

Fringe Benefits

Most employers offer medical insurance, dental insurance, life insurance, paid sick leave, paid vacation, and retirement plans to full-time employees, many also offer vision insurance, and few also offer child care. Some employers offer retirement plans to part-time employees, and few also offer medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacation, and child care.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: A little difficult

Competitive outlook for applicants. Worker supply is somewhat larger than demand.

EMPLOYMENT TRENDS

Slower than average growth (1.1% annually)

SIZE OF OCCUPATION

Large (171-370 workers)

Survey results indicate this occupation is larger than EDD's estimate of 86-170 workers in the 1994-2001 occupation projection tables.

REQUIREMENTS

Education, Training and Experience

Responding employers report all recent hires have completed some college but no degree. Many employers always require 12-24 months experience as a volunteer or paid firefighter, but will usually consider training as a substitute for part of the experience. Almost all responding employers prefer applicants with 6-36 months of vocational training with a certificate of completion in any of the following: State Fire Marshal Fire Fighter I, State Fire Marshal Driver/Operator, EMT Technician 1A, Paramedic, First Responder Operations-Hazardous Materials, or Wildland Firefighter.

Important Qualifications for Job Entry

Technical: Ability to apply principles of hazardous & toxic waste disposal, ability to administer emergency first aid, ability to take vital signs, possession of a valid Class A driver's license, EMT certificate, ability to write effectively, knowledge of medical terminology, knowledge of local streets.

Personal or other: Possession of a clean police record, willingness to work with close supervision, public contact skills, ability to work independently, willingness to live and work in remote areas and on weekends and holidays and remain on duty 24 hours a day, as required.

Physical: Good vision, good hearing, ability to climb to high places, possession of agility & coordination, ability to pass a pre-employment medical examination, ability to pass a physical performance test.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

FIREFIGHTERS

OTHER INFORMATION

Common Job Titles

Fire Equipment Operator (FEO), Firefighter/Paramedic, Firefighter/EMT-D, Forestry Aide, Forestry Technician, Volunteer Firefighter

New/Emerging Skills

Debrillators, paramedic certification, medical technology upgrades, hazardous materials technology upgrades.

Skills Becoming Obsolete

EMT-II certification

Career Ladder

Opportunities for promotion are good in most fire departments. Entry-level openings are usually filled from volunteer ranks. As firefighters gain expertise, they may advance from seasonal to permanent positions or to a higher rank. Advancement generally depends upon scores on a written examination, job performance, interviews, and seniority. The line of promotion is usually to engineer, lieutenant, captain, battalion chief, assistant chief, deputy chief, and finally to chief. Positions higher than battalion chief may require a bachelor's degree in fire science, public administration, or a related field.

Hours

Most positions are seasonal, average 95 hours/week. Few full-time positions, average 53 hours/week. Few part-time positions, average 23 hours/week. Few on-call positions, average 4 hours/week.

Employing Industries

Fire Protection (SIC 9224), Land, Mineral, Wildlife, & Forest Conservation (SIC 9512), Federal Government (SIC 9010), State Government (SIC 9020), Local Government (SIC 9030)

California Occupational Guides

#241 Firefighters, Interest Area 4

Occupational Outlook Handbook

Firefighting Occupations

Dictionary of Occupational Titles Codes

373.363-010 Fire Chief's Aide
373.364-010 Fire Fighter
373.663-010 Fire Fighter, Crash, Fire, & Rescue
452.364-014 Smoke Jumper
452.687-014 Forest-Fire Fighter

Local Considerations

Slow growth in local government spending continues to limit growth in this occupation. Turnover is particularly low and most job vacancies result from the need to replace those who are promoted, retire, or stop working for other reasons. Small rural communities throughout the five counties have volunteer fire protection districts that employ a few career firefighters augmented by paid and/or unpaid volunteers. State and Federal agencies responsible for wildfire protection typically hire seasonal workers during the months of June-October.

Training Opportunities

Community Colleges

Butte: Public Service-Fire Science, *15-week Fire Science Academy, certificate of achievement, A.S. degree*

Mendocino: Specialized Occupational & Additional Pre-Professional Training, *Hazardous Materials-First Responder Awareness-California Specialized Training Institute (CSTI) certificate*

Yuba: Fire Technology, *certificate of completion, A.S. degree. First Responder, certificate of training. Hazardous Materials, certificate of training*

Adult Programs:

Glenn County (GAP): *Firefighter Training*

Regional Occupation Programs:

Glenn County: *Firefighting Occupations, Central ROP.*

Tri-County (Colusa, Sutter, Yuba): *Fire Science/Emergency Services, Yuba City Fire Dept.*

FIRST LINE SUPERVISORS & MANAGERS/SUPERVISORS, CLERICAL & ADMINISTRATIVE SUPPORT OCCUPATIONS

OES Code: 510020
15 Firms Responding

48 Jobs Represented
21% Male, 79% Female

DESCRIPTION

First Line Clerical Managers/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 9.50 - 11.75	\$10.00
New Hires, experienced	\$ 8.50 - 18.00	\$13.69
Experienced, 3 yrs with firm	\$ 9.50 - 21.25	\$15.00

Summer/Fall 1998

Fringe Benefits

All responding employers offer medical insurance, paid vacation and retirement plans to full-time employees, almost all also offer dental insurance and paid sick leave, and most also offer life insurance and vision insurance. Few employers offer these benefits to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: Somewhat difficult

SIZE OF OCCUPATION

Very large (more than 370 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.3% annually)

REQUIREMENTS

Education, Training and Experience

Many recent hires have a high school or equivalent education and many have an associate's degree. Most employers always require 24-36 months of related work experience, and many will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Office management skills, ability to manage an activity or department, ability to plan and organize the work of others, report writing skills, supervisory skills, record keeping skills, proofreading skills, ability to hire and assign personnel, ability to use word processing, database and spreadsheet software, ability to write effectively, problem solving skills, ability to type at least 45 wpm.

Personal or other: Willingness to work with close supervision, ability to pay attention to detail, ability to work independently, customer service skills.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

FIRST LINE SUPERVISORS & MANAGERS/SUPERVISORS, CLERICAL & ADMINISTRATIVE SUPPORT OCCUPATIONS

OTHER INFORMATION

Common Job Titles

Administrative Manager, Administrative Secretary, Branch Manager, Branch Supervisor, Business Manager, Coordinator, Department Manager, Office Supervisor, Office Manager.

New/Emerging Skills

Team management, Internet, spreadsheet & database programs

Career Ladder

A clerk with potential supervisory abilities may be given occasional supervisory assignments. To prepare for full-time supervisory duties, he or she may attend in-house training or take courses in time management or interpersonal relations, for example, at a local community college. Some clerical supervisors are hired from outside the organization for positions with more managerial duties. These positions may serve as entry-level training for potential higher-level managers.

Hours

All positions are full-time, average 40 hours/week.

Employing Industries

Department Stores (SIC 5311), Motor Vehicle Dealers (SIC 5511), Auto & Home Supply Stores (SIC 5531), Banks (SICs 6021-6022), Insurance (SICs 6331-6411), Hotels & Motels (SIC 7011), Doctors of Medicine (SIC 8011), Hospitals (SIC 8062), Elementary & Secondary Schools (SIC 8211), Residential Care (SIC 8361), Management Services (SIC 8741), Social, Human Resource & Income Maintenance Programs (SIC 9441), Transportation Programs (SIC 9621), Local Government (SICs 9030-9031).

California Occupational Guides

none

Occupational Outlook Handbook

Clerical Supervisors & Managers

Dictionary of Occupational Titles Codes

This OES category contains 104 titles. Following is a partial listing:

168.167-058 Manager, Customer Service
203.137-010 Supervisor, Word Processing
206.137-010 Supervisor, Files
209.132-014 Technical Coordinator
211.137-010 Supervisor, Cashiers
211.137-022 Supervisor, Tellers
214.137-014 Supervisor, Statement Clerks
214.137-022 Supervisor, Accounts Receivable
215.137-014 Supervisor, Payroll
216.132-010 Supervisor, Accounting Clerks
238.137-010 Manager, Reservations
239.137-014 Customer Service Representative
Supervisor
241.137-010 Supervisor, Credit & Loan Collections
241.137-018 Supervisor, Claims
247.137-014 Supervisor, Classified Advertising
248.137-018 Supervisor, Customer Services
249.137-030 Supervisor, Real-Estate Office
249.137-034 Supervisor, Lending Activities
381.137-014 Supervisor, Central Supply

Training Opportunities

Community Colleges

Butte: Business-Management & Marketing, certificate of achievement in Management ; Option A-Management

Yuba: Business-Supervisory Development, certificate of completion. Management Development & Management Strategy, certificates of completion, A.S. degrees. Personnel Management, certificate of completion, A.S. degree. Administrative Assistant, A.S. degree. Administrative Secretary, certificate of training, certificate of completion .

GUARDS & WATCH GUARDS

OES Code: 630470
15 Firms Responding

102 Jobs Represented
88% Male, 12% Female

DESCRIPTION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 - 8.00	\$ 6.50
New Hires, experienced	\$ 6.50 - 10.00	\$ 8.00
Experienced, 3 yrs with firm	\$ 7.00 - 12.00	\$ 9.00

Summer/Fall 1998

Fringe Benefits

Many employers offer paid vacation, medical insurance, dental insurance, and paid sick leave to full-time employees, and some also offer vision insurance, retirement plans, and life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: A little difficult

SIZE OF OCCUPATION

Large (171-370 workers)

EMPLOYMENT TRENDS

Average growth (1.7% annually)

REQUIREMENTS

Education, Training and Experience

Many recent hires have a high school or equivalent education and many have completed some college but no degree. Most employers usually require 3-12 months related work experience, but many report they always consider training as a substitute for part of the experience. Many employers prefer candidates with previous military police or security guard training or who have taken police science classes at a community college.

Uniformed contract guards and armed in-house guards are required to register with the Department of Consumer Affairs and have a guard registration card issued by the Bureau of Security and Investigative Services.

Important Qualifications for Job Entry

Technical: Ability to follow security protection procedures, ability to administer emergency first aid, ability to operate video surveillance equipment, ability to use a baton, security guard registration (guard card), possession of a valid driver's license, licensed to carry firearms, ability to write effectively, must be bondable.

Personal or other: Possession of a reliable vehicle, possession of a clean police record, willingness to work with close supervision, public contact skills, ability to work independently.

Physical: Ability to stand continuously for two or more hours, possession of good hearing and vision.

Basic: Ability to read and follow instructions, ability to write legibly, oral communication skills.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1998
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

GUARDS & WATCH GUARDS

OTHER INFORMATION

Common Job Titles

Gate Guard, Loss Prevention Agent, Night Watchman, Patrol Guard, Security Guard, Security Officer, Store Investigator, Surveillance Personnel

New/Emerging Skills

Computer skills

Career Ladder

Although guards receive periodic salary increases, advancement generally is limited. With additional experience and/or education, guards may be promoted to security supervisor or, with sufficient resources, may become owner/operator of a security service.

Hours

Most positions are full-time, avg. 40 hours/week. Some part-time positions, avg. 21 hours/week. Few temporary or on-call positions, avg. 22 hours/week.

Employing Industries

Department Stores (SIC 5311), Hotels & Motels (SIC 7011), Detective, Guard & Armored Car Services (SIC 7381), Membership Sports & Recreation Clubs (SIC 7997), Theatrical Producers (SIC 7922), Amusement & Recreation Services, not elsewhere classified (SIC 7999).

Dictionary of Occupational Titles Codes

372.563-010 Armored-Car Guard & Driver
372.567-010 Armored-Car Guard
372.667-010 Airline Security Representative
372.667-014 Bodyguard
372.667-030 Gate Guard
372.667-034 Guard, Security
372.667-038 Merchant Patroller
376.667-010 Bouncer
379.667-010 Golf-Course Ranger

California Occupational Guides

#75 Security Guards, Interest Area 4

Occupational Outlook Handbook

Guards

Training Opportunities

Community Colleges

Butte: Public Service-Law Enforcement - *Certificate of Achievement, A.S. degree, & Basic Law Enforcement Academy*

Mendocino: Administration of Justice – *Certificate of Achievement, A.S. degree & University Transfer Program*

Yuba: Administration of Justice – *Law Enforcement, certificate training courses & A.S. degree*

Regional Occupation Programs:

Tri-County (Colusa, Sutter, Yuba): *Law Enforcement, National Guard Armory, Yuba City*

Sacramento County: 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725

Internet: <http://www.sac-co.k12.ca.us/people/program/vocedu.htm>

Private Schools

Advanced Security Institute
P.O. Box 245498
Sacramento, CA
Phone: (916) 375-8500
Fax: (916) 375-3177

California Security Training Academy, Inc.
5659½ Stockton Blvd.
Sacramento, CA 95824
Phone: (916) 452-4273
Fax: (916) 428-3940

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KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1998
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OES Code: 680050
9 Firms Responding

58 Jobs Represented
2% Male, 98% Female

DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors.

WAGES & BENEFITS

Self-employment is prevalent for this occupation. Beauty salons often rent booth space to Hairdressers, Hairstylists, & Cosmetologists who are then responsible for their own clientele.

When employers do hire staff in this occupation, pay is generally on commission basis, so clientele remains important. Most responding employers pay commission on services, and some also pay commission on retail sales. Many pay commission only; and some pay a base wage plus commission. The following wage ranges reflect total averages that include both base wages and estimated commissions. Tips vary dramatically, and are in addition to these wages. Total income is variable and somewhat seasonal.

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 8.50	\$ 7.25
New Hires, experienced	\$ 7.00 - 9.00	\$ 8.00
Experienced, 3 yrs with firm	\$ 9.50 - 12.00	\$10.50

Summer/Fall 1998

Fringe Benefits

Most responding employers offer paid vacation to full-time employees and few also offer paid sick leave, medical insurance, dental insurance, and retirement plans. Many responding employers offer paid vacation and paid sick leave to part-time employees.

SIZE OF OCCUPATION

Medium (86-170 workers)

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Very difficult

Inexperienced Applicants: A little difficult

EMPLOYMENT TRENDS

Much faster than average growth (3.2% annually)

REQUIREMENTS

Education, Training and Experience

Hairdressers, Hairstylists, and Cosmetologists working in cosmetology establishments must obtain a Cosmetologist license from the California State Board of Barbering and Cosmetology. Applicants must have completed a course in cosmetology, not less than 1600 hours, from a school approved by the Board, pass a written and practical examination, and pay a \$50 fee for exam and license costs.

All recent hires have a high school or equivalent education and 6-24 months of vocational training. Many employers sometimes require 6-18 months work experience as a licensed Cosmetologist, but many report they always consider training as a substitute for work experience.

Important Qualifications for Job Entry

Physical: Manual dexterity, good eye-hand coordination, good vision, possession of good color perception, ability to stand continuously for two or more hours.

Personal or other: Willingness to work with close supervision, public contact skills, ability to work independently, ability to work under pressure.

Basic: Ability to follow oral instructions, basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

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KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1998
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

OTHER INFORMATION

Common Job Titles

Cosmetologist, Hairdresser, Hairstylist

Career Ladder

Inexperienced new hires may be given relatively simple tasks during their first months on the job. Once they have demonstrated their skills, they may perform more complicated tasks and as they continue to work in the field, more training is generally required to learn the techniques used in each salon and to build on the basics learned in cosmetology school. Advancement usually takes the form of higher earnings as cosmetologists gain experience and build a steady clientele. Promotions may lead to supervisory or management positions, or may take the form of self employment.

Hours

Many part-time positions, average 27 hrs ./week. Many full-time positions, average 32-40 hrs ./week.

Employing Industries

Beauty Shops (SIC 7231), Department Stores with hair salons (SIC 5311)

California Occupational Guides

#58 Cosmetologists, Interest Area 9

Occupational Outlook Handbook

Barbers & Cosmetologists

Dictionary of Occupational Titles Codes

332.271-010 Cosmetologist
332.271-014 Cosmetologist Apprentice
332.271-018 Hair Stylist
332.361-010 Wig Dresser
333.071-010 Make-Up Artist
333.271-010 Body-Make-Up Artist
339.361-010 Mortuary Beautician
339.371-010 Electrologist
339.371-014 Scalp-Treatment Operator

Training Opportunities

Community Colleges

Butte: Cosmetology Career Program- *State license preparation & certificate of achievement.*

Yuba: Cosmetology-A.S. *degree.*

Napa Valley, 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015,

Internet site: <http://www.nvc.cc.ca.us/>

Degree & certificate programs.

Private Schools:

Career College of Cosmetology, 651 N. Palora Ave., Yuba City, CA 95991 Phone: (530) 673-3265

Cosmetology certificate-State license preparation.

Chico Beauty College, P.O. Box 864, Chico, CA 95927-0864 Phone: (530) 343-4201 Fax (530) 891-0111, *Cosmetology certificate*

Vintage Academy of Hair Design, 2110 Main Street, Napa, CA 94558 Phone: (707) 226-1845 *Cosmetology certificate*

Ukiah Beauty College, 1040 N. State, Ukiah, CA 95482 Phone: (707) 462-8831

Regional Occupation Programs:

Tri-County (Colusa, Sutter, Yuba): *Cosmetology & Manicuring*, Career College of Cosmetology, Yuba City.

Napa County: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Cosmetology program*

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KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1998
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS & INSTALLERS

OES Code: 859020
15 Firms Responding

108 Jobs Represented
100% Male, 0% Female

DESCRIPTION

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

WAGES & BENEFITS

Hourly Wages

Union	Range	Median
Apprentice level	\$ 8.67 - 14.44	\$11.55
Journey level	\$11.52 - 16.27	\$15.91
Experienced, 3 yrs with firm	\$13.34 - 27.82	\$16.70

Non-Union	Range	Median
New Hires, no experience	\$ 5.75 - 9.50	\$ 8.00
New Hires, experienced	\$ 8.00 - 17.00	\$12.00
Experienced, 3 yrs with firm	\$10.00 - 20.00	\$15.00

Summer/Fall 1998

Fringe Benefits

Most employers offer paid vacation to full-time employees, many also offer medical insurance and retirement plans, some also offer dental insurance, life insurance and paid sick leave, and few also offer vision insurance. Few employers offer medical insurance, life insurance, paid sick leave, paid vacation and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: A little difficult

SIZE OF OCCUPATION

Small (Less than 86 workers)

EMPLOYMENT TRENDS

Faster than average growth (2.0% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have high school or equivalent education. Most employers usually require 12-48 months work experience as a HVAC Mechanic, Technician or Installer, or in a union apprenticeship training program. Most employers will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Understanding of circuit design, ability to read blueprints, cost estimating skills, sheet metal working skills, plumbing skills, pipefitting skills, soldering skills, bondable, welding skills, possession of a valid driver's license, problem solving skills.

Personal or other: Ability to provide own hand tools, public contact skills, ability to work independently, possession of a good DMV driving record.

Physical: Ability to lift at least 100 lbs. repeatedly.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

HEATING, AIR CONDITIONING & REFRIGERATION MECHANICS & INSTALLERS

OTHER INFORMATION

Common Job Titles

Air Conditioning Installer, Air Conditioning Service Technician, Facilities Maintenance Technician, Heat & Air Installer, Heating & Air Conditioning Mechanic, Heating, Ventilation & Air Conditioning (HVAC) Installer, HVAC Technician, HVAC/Electrician, Journeyman Plumber, Refrigeration Technician, Sheet Metal Apprentice.

New/Emerging Skills

EPA Certification (for working with refrigerants), Hydronic Heating

Career Ladder

Those who acquire skills on the job usually begin by assisting experienced technicians and doing simple jobs. They may carry materials, insulate refrigerant lines, or clean furnaces. In time, they do more difficult jobs, such as cutting and soldering pipes and sheet metal and checking electrical and electronic circuits. After 4-5 years experience, technicians should be able to do all types of repair and installation. Advancement usually takes the form of higher wages, although some may promote to supervisor or, with sufficient skill and financial resources can open their own contracting business.

Hours

Most positions are full-time, average 40 hrs/week. Few part-time, temporary and on-call positions, average 39-40 hours/week.

Major Employing Industries

Plumbing, Heating & Air Conditioning (SIC 1711), Gas & Other Services Combined (SIC 4932), Refrigeration & Air Conditioning Service & Repair Shops (SIC 7623)

California Occupational Guides

#32 Mechanics, Heat & Air, Interest Area 5D

Occupational Outlook Handbook

Heating, Air-Conditioning & Refrigeration Mechanics

Dictionary of Occupational Titles Codes

637.261-014 Heating & Air-Conditioning Installer/Service
637.261-026 Refrigeration Mechanic
637.261-030 Solar-Energy-System Installer
637.261-034 Air & Hydronic Balancing Tech.
637.381-014 Refrigeration Unit Repairer
827.361-014 Refrigeration Mechanic
862.281-018 Oil-Burner-Service/Installer
862.361-010 Furnace Installer
869.281-10 Furnace Installer/Repairer, Hot Air

Training Opportunities

Napa Valley Adult School, 2447 Old Sonoma Rd., Napa, CA 94558 Phone: (707) 253-3594 Fax: (707) 253-3828, *Certificate program*
Center for Employment Training, 6853 65th St., Sacramento, CA 95828 Phone: (916) 393-7401 Fax: (916) 393-7347, *Certificate program*.
Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822 Phone: (916) 558-2568 Fax: (916) 441-4142, *Certificate program*
Internet address: <http://www.scc.losrios.cc.ca.us>
Skills & Business Education Center, 2751 Stockton Blvd., Sacramento, CA 95817 Phone: (916) 277-6632, Fax: (916) 277-6374, *Certificate program*
Sacramento County ROP, 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: http://www.sac-co.k12.ca.us/people/program/ROP/rop_hmpg.htm

Apprenticeships

Sacramento Valley Sheet Metal
1624 Silica Ave.
Sacramento, CA 95815
Phone: (916) 922-9831 Fax: (916) 922-3574

JANITORS & CLEANERS, EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OES Code: 670050
26 Firms Responding

158 Jobs Represented
74% Male, 26% Female

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 10.00	\$ 6.23
New Hires, experienced	\$ 5.75 - 10.75	\$ 6.75
Experienced, 3 yrs with firm	\$ 5.75 - 13.50	\$ 7.75

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 7.00 - 9.62	\$ 8.43
New Hires, experienced	\$ 7.00 - 11.36	\$ 9.13
Experienced, 3 yrs with firm	\$ 8.55 - 12.00	\$ 10.43

Summer/Fall 1998

Fringe Benefits

Many employers offer medical insurance, paid vacation, paid sick leave, retirement plans, dental insurance, and vision insurance to full-time employees, some also offer life insurance, and few also offer 401K plans. Some employers offer paid sick leave, paid vacation, retirement plans, and medical insurance to part-time employees, and few also offer dental insurance, vision insurance, and life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: A little difficult

SIZE OF OCCUPATION

Very large (more than 370 workers)

EMPLOYMENT TRENDS

Slower than average growth (1.1% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have a high school or equivalent education. Many employers usually require 6-18 months previous work experience in a related job, and many will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Ability to operate floor polishing equipment, understanding of cleaning compounds & solutions, brush painting skills, lawn & garden care skills, window washing skills, pest extermination skills, painting skills, ceramic or floor tile repair skills, carpentry skills, must be bondable, ability to shampoo carpets, possession of a valid driver's license.

Personal or other: Possession of a reliable vehicle, willingness to work with close supervision, ability to work independently.

Physical: Ability to lift at least 100 lbs. repeatedly

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

JANITORS & CLEANERS, EXCEPT MAIDS & HOUSEKEEPING CLEANERS

OTHER INFORMATION

Common Job Titles

Building Maintenance Custodian, Cleanup Laborer, Custodian, Facilities Maintenance Worker, Industrial Cleaner, Janitor, Maintenance & Operations Personnel, Maintenance Laborer, Night Janitor, Sanitation Laborer.

Career Ladder

Advancement opportunities for janitorial workers are usually limited in organizations where they are the only maintenance worker. Where there is a large maintenance staff, janitors can be promoted to Head Custodian, Custodial Supervisor or Foreman. Some janitors set up their own maintenance business.

Hours

Most positions are full-time, avg. 40 hours/week. Few part-time positions, avg. 24 hours/week. Few Temporary or on-call positions, average 20 hours/week.

Employing Industries

Department Stores (SIC 5311), Grocery Stores (SIC 5411), Eating Places (SIC 5812), Non-residential Buildings (SIC 6512), Real Estate Agents & Managers (SIC 6531), Hotels & Motels (SIC 7011), Building, Cleaning & Maintenance Services (SIC 7349), Amusement & Recreation Services (SIC 7999), Offices & Clinics of Doctors of Medicine (SIC 8011), Skilled Nursing Facilities (SIC 8051), Medical & Surgical Hospitals (SIC 8062), Elementary & Secondary Schools (SIC 8211), Junior Colleges (SIC 8222), & Local Government (SIC 9030)

California Occupational Guides

#88 Janitors & Cleaners, Interest Area 5D

Occupational Outlook Handbook

Janitors & Cleaners & Cleaning Supervisors

Dictionary of Occupational Titles Codes

358.687-010 Change-House Attendant
381.687-014 Cleaner, Commercial or Institutional
381.687-018 Cleaner, Industrial
381.687-022 Cleaner, Laboratory Equipment
381.687-026 Cleaner, Wall
381.687-030 Patch Worker
381.687-034 Waxer, Floor
382.664-010 Janitor
389.664-010 Cleaner, Home Restoration Service
389.667-010 Sexton
389.683-010 Sweeper-Cleaner, Industrial
389.687-014 Cleaner, Window
739.687-198 Venetian-Blind Cleaner & Repairer
891.687-010 Chimney Sweep
891.687-018 Project-Crew Worker
952.687-010 Hydroelectric-Plant Maintainer

Training Opportunities

No specific local programs

LABORERS, LANDSCAPING & GROUNDSKEEPING

OES Code: 790410
15 Firms Responding

123 Jobs Represented
93% Male, 7% Female

DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

WAGES & BENEFITS

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 7.50	\$ 7.00
New Hires, experienced	\$ 6.50 - 12.00	\$ 9.00
Experienced, 3 yrs with firm	\$ 8.00 - 15.00	\$12.00

Union Hourly Wages	Range	Median
New Hires, no experience	\$ 9.04 - 11.13	\$10.08
New Hires, experienced	\$ 9.97 - 12.88	\$10.36
Experienced, 3 yrs with firm	\$11.00 - 13.52	\$11.94

Summer/Fall 1998

Fringe Benefits

Most responding employers offer medical insurance and paid vacation to full-time employees, many also offer dental insurance, paid sick leave and retirement plans, and some also offer vision insurance and life insurance. Few employers offer medical insurance, paid sick leave, paid vacation and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: A little difficult

Inexperienced Applicants: A little difficult

Job seekers may experience competition.

SIZE OF OCCUPATION

Very large (more than 370 workers)

EMPLOYMENT TRENDS

Much faster than average growth (3.3% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have high school or equivalent education. Most employers usually require 12 months related work experience, and many will usually consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical:. Knowledge of horticulture, lawn and garden care skills, pruning skills, plumbing repair skills, knowledge of gardening tools, ability to operate tractors, knowledge of pesticides and herbicides, sprinkler installation skills, sprinkler repair skills, possession of a valid driver's license.

Personal or other:. Possession of a reliable vehicle, willingness to work with close supervision, public contact skills, ability to work independently.

Physical: Ability to lift at least 75 lbs. repeatedly.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

LABORERS, LANDSCAPING & GROUNDSKEEPING

OTHER INFORMATION

Common Job Titles

Arborist, Building & Grounds Maintenance Worker, Landscape Maintenance Worker, Climber, Gardener, Greenskeeper, Groundsman, Grounds Maintenance Worker, Groundskeeping Laborer, Landscape Crew Leader, Landscape Ground Worker, Landscape Maintenance Worker, Parks & Recreation Maintenance Worker, Utility Line Tree Trimmer.

New/Emerging Skills

Good communication, presentable appearance, professional manner, ability to work independently, use of pesticides.

Career Ladder

Most firms promote from this entry-level position to crew foreman or lead worker. Some workers may open their own business after several years of experience.

Hours

Almost all positions are full-time, avg. 40 hrs/week. Few part-time, temporary and seasonal positions avg. 20-35 hrs/week.

Employing Industries

Lawn & Garden Services (SIC 0782), Ornamental Shrub & Tree Services (SIC 0783), Flowers, Nursery Stock & Florists Supplies (SIC 5193), Cemeteries (SIC 6553), Public Golf Courses (SIC 7992), Membership Sports & Recreation Clubs (SIC 7997), Junior Colleges (SIC 8222), Local Government (9030), and State Transportation (SIC 9621).

California Occupational Guides

#320 Gardeners & Groundskeepers

Occupational Outlook Handbook

Landscaping, Groundskeeping, Nursery, Greenhouse, & Lawn Service Occupations
(also see) Gardeners & Groundskeepers

Dictionary of Occupational Titles Codes

405.683-010 Farmworker, Bulbs
405.684-010 Budder
405.684-014 Horticultural Worker I
405.687-010 Flower Picker
405.687-014 Horticultural Worker II
405.687-018 Transplanter, Orchid
406.381-010 Gardener, Special Effects & Instruction Models
406.683-010 Greenskeeper II
406.684-010 Cemetery Worker
406.684-014 Groundskeeper, Industrial-Commercial
406.684-018 Garden Worker
406.687-010 Landscape Specialist
408.161-010 Landscape Gardener
408.364-010 Plant-Care Worker
408.684-010 Lawn-Service Worker
408.687-014 Laborer, Landscape
408.687-018 Tree-Surgeon Helper II

Training Opportunities

Community Colleges

Butte: Agriculture-Landscape/Turfgrass Technician certificate

Mendocino: Agriculture-Landscape Practices certificate

Yuba: Agriculture, Environmental Horticulture & Technology- Landscape Design, Landscape Installation, Landscape Maintenance certificates & AS degree programs.

Regional Occupation Programs:

Glenn County: *Plant Science*, Orland H.S.;

Ornamental Horticulture, Princeton H.S.

Lake: *Horticulture*, Kelseyville H.S.

Napa County: 1015 Kaiser Rd., Napa, CA 94558

Phone (707) 253-6830 Fax (707) 253-6841,

Landscape Construction program

Sacramento County ROP, 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: http://www.sac-co.k12.ca.us/people/program/ROP/rop_hmpg.htm

MARKETING, ADVERTISING, & PUBLIC RELATIONS MANAGERS

OES Code: 130110
9 Firms Responding

21 Jobs Represented
38% Male, 62% Female

DESCRIPTION

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$10.00 - 13.50	\$12.47
New Hires, experienced	\$11.00 - 17.75	\$14.86
Experienced, 3 yrs with firm	\$14.50 - 20.50	\$16.30

Summer/Fall 1998

Fringe Benefits

All responding employers offer medical insurance to full-time employees, almost all also offer dental insurance and retirement plans, most also offer life insurance, many also offer paid vacation and vision insurance, and some also offer paid sick leave.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Very difficult

SIZE OF OCCUPATION

Small (less than 86 workers)

Survey results indicate this occupation is smaller than EDD's estimate of 86-170 workers in the 1994-2001 occupation projection tables.

EMPLOYMENT TRENDS

Faster than average growth (2.0% annually)

REQUIREMENTS

Education, Training and Experience

Many recent hires have an associate's degree and some have a bachelor's degree. Many employers usually require 24-60 months work experience in a related job, and many will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Ability to manage an activity or department, supervisory skills, ability to analyze and use market research data and reports, understanding of labor relations practices, media advertising sales skills, telephone sales techniques skills, ability to write effectively.

Personal or other: Willingness to work with close supervision, willingness to work nights, weekends, & holidays, willingness to travel, ability to meet deadlines, ability to work independently, ability to maintain good customer relations, ability to maintain good business relationships, ability to manage unexpected situations or circumstances, ability to manage multiple priorities.

Basic: Basic math skills, ability to write legibly, oral communication skills.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

MARKETING, ADVERTISING, & PUBLIC RELATIONS MANAGERS

OTHER INFORMATION

Common Job Titles

Advertising Director, Advertising Manager, Advertising Representative, Business Development Specialist, Marketing Assistant, Marketing Director, Marketing Manager

New/Emerging Skills

Computer database

Career Ladder

Most local positions in this occupation are filled by promotion from experienced staff within the same firm, for example, sales representatives, advertising specialists, promotion specialists, and public relations specialists. Experienced, successful marketing, advertising, & public relations managers may be promoted to higher positions in the same or another firm.

Hours

Almost all positions are full-time, avg. 40 hrs/week. Few temporary or on-call positions, avg. 10 hrs/week.

Employing Industries

Newspapers: Publishing, or Publishing & Printing (SIC 2711), Radio Broadcasting Stations (SIC 4832), Department Stores (SIC 5311), Shoe Stores (SIC 5661), Hotels & Motels (SIC 7011), Advertising Agencies (SIC 7311), Radio, Television, & Publishers' Advertising Representatives (SIC 7313), Libraries (SIC 8231) Management Consulting Services (SIC 8742).

California Occupational Guides

#276 Public Relations Representatives, Interest Area 11

Occupational Outlook Handbook

Marketing, Advertising, & Public Relations Managers

Dictionary of Occupational Titles Codes

Category includes 22 titles. A partial listing follows:

163.117-018 Manager, Promotion
163.117-022 Director, Media Marketing
163.167-010 Manager, Advertising
163.167-018 Manager, Sales
164.167-010 Account Executive
165.117-010 Director, Fundraising
165.117-014 Director, Funds Development
185.117-014 Area Supervisor, Retail Chain Store
185.157-014 Supervisor of Sales

Local Considerations

Many firms in rural counties are small and workers' functions are generally less specialized. Most local employers contacted during the survey indicated the occupation is part of a worker's function, but not the predominant duty of their job. These firms were not included in the survey.

Training Opportunities

Community Colleges

Butte: Telecommunications-Media Sales & Management option, *certificate of achievement & transfer program*

Yuba: Business-Marketing, *A.S. degree, transfer program*

Napa Valley: 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015,

Internet site: <http://www.nvc.cc.ca.us/>

Marketing, *certificate program*

State & Private Colleges

CSU-Chico, Internet site: <http://www-cob.csuchico.edu> Business Administration-Marketing, *B.S. degree*

Pacific Union College, 460 Howell Mtn. Rd., Anguin, CA 94508 Phone: (707) 965-6311, Toll-free (800) 862-7080, Fax: (707) 965-6432: Business Administration-Marketing, *B.S. degree*

PHLEBOTOMISTS

Non-OES Code: 079.364-099

9 Firms Responding

85 Jobs Represented

11% Male, 89% Female

DESCRIPTION

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 7.00 - 9.00	\$ 8.00
New Hires, experienced	\$ 8.00 - 12.00	\$10.00
Experienced, 3 yrs with firm	\$ 9.00 - 14.00	\$12.00
Summer/Fall 1998		

Fringe Benefits

Almost all responding employers offer paid vacation to full-time employees, most also offer medical insurance, dental insurance, paid sick leave, and retirement plans, and many also offer life insurance and vision insurance. Some employers offer medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation, and retirement plans to part-time employees, and few also offer life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

SIZE OF OCCUPATION

Insufficient data available

EMPLOYMENT TRENDS

Insufficient data available

Most employers responding to the survey expect their firm's employment in this occupation to remain stable over the next three years, and some expect it to grow.

REQUIREMENTS

Education, Training and Experience

Most recent hires have completed some college but no degree. All responding employers usually require 6-12 months work experience as a Phlebotomist, Medical Lab Assistant, or Back Office Medical Assistant. Almost all responding employers will sometimes consider training as a substitute for part of the experience. Most employers require a certificate of completion from a six-month Medical Assistant or Phlebotomist training program.

At the present time no formal State certification is required. However, a Phlebotomist must possess a letter documenting a minimum of 10 hours of training under a licensed physician or surgeon, demonstrating at least three successful venal punctures and three successful skin punctures.

Important Qualifications for Job Entry

Technical: Ability to follow laboratory procedures, blood drawing skills, infection control skills, ability to apply sterilization techniques, knowledge of medical procedures and conditions, knowledge of the anatomy and physiology of the circulatory system, knowledge of specimen processing & handling procedures, record keeping skills, telephone answering skills, data entry skills, knowledge of medical terminology, ability to take vital signs, ability to follow billing procedures, ability to give injections.

Personal or other: Customer service skills, ability to work independently, willingness to work with close supervision, ability to work as part of a team, understanding of a variety of cultures, willingness to work nights, weekends & holidays.

Basic: Ability to read and follow instructions, ability to write legibly, oral communication skills, basic math skills.

PHLEBOTOMISTS

OTHER INFORMATION

Common Job Titles

Lab Assistants, Medical Assistants, Phlebotomists

New/Emerging Skills

Knowledge of medical insurance

Career Ladder

Although most employers prefer applicants with previous on-the-job experience, most positions are considered entry-level, and some are filled by inexperienced applicants with a certificate of completion from a formal training program. Without further education, promotional opportunities for Phlebotomists, Lab Assistants, and Medical Assistants are limited to increased hours or higher pay for accepting more responsibility in the office. Workers who complete an A.S. degree or certificate program at a community college, hospital, vocational school, or one of the Armed Forces may promote to Medical & Clinical Lab Technician or Histology Technician. Some Medical Assistants, with additional education, may choose to enter other health occupations such as nursing and medical technology.

Hours

Most positions are full-time, avg. 40 hours/week. Some temporary or on-call positions, avg. 17 hours/week. Few part-time positions, avg. 23 hours/week.

Employing Industries

Offices & Clinics of Doctors of Medicine (SIC 8011), Hospitals (SIC 8062), Medical Laboratories (SIC 8071), Health & Allied Services, not elsewhere classified (SIC 8099)

California Occupational Guides

#513 Medical Assistants, Interest Area 13

Occupational Outlook Handbook

Clinical Laboratory Technologists & Technicians

Dictionary of Occupational Titles Codes

Phlebotomists are included in OES category 660990 "Health Service Workers, not elsewhere classified", which includes 079.364-022 Phlebotomist.

Training Opportunities

No specific local programs

Private Schools

Boston Reed Company, 3022 North St. Helena Highway, Suite 2, St. Helena, CA 94574 Phone: (707) 963-5782 Fax: (707) 963-1973 (training site location: 1625 Stockton Blvd., Sacramento)

Ja'Onna's Laboratory Skills Training Program, 3760 Morrow Lane, Suite A, Chico, CA 95928 Phone: (530) 345-4248 Fax: (530) 345-4248

National Career Education

6060 Sunrise Vista Dr # 3000
Citrus Heights, CA 95610-7058
Phone: (916) 969-4900 (toll-free 800-441-4623)

Paramedical Services, 498 Silverleaf Dr., Oroville, CA 95966 Phone: (530) 589-5100 Fax (530) 530-589-0753

PHYSICAL THERAPY AIDES

OES Code: 660172
10 Firms Responding

31 Jobs Represented
35% Male, 65% Female

DESCRIPTION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 8.00	\$ 6.50
New Hires, experienced	\$ 6.50 - 9.00	\$ 7.00
Experienced, 3 yrs with firm	\$ 8.00 - 11.00	\$ 9.50

Summer/Fall 1998

Fringe Benefits

Almost all employers offer paid vacation to full-time employees, most also offer medical insurance, many also offer dental insurance, paid sick leave, life insurance and retirement plans, and few also offer vision insurance. Few employers offer medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants: Somewhat difficult
Inexperienced Applicants: A little difficult

Employers may have some difficulty finding experienced workers at times, and the supply of inexperienced applicants is somewhat larger than the demand.

SIZE OF OCCUPATION

Small (Less than 86 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.9% annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have a high school or equivalent education. Many employers sometimes require three months work experience as a Physical Therapy Aide or Certified Nursing Assistant. Many employers will usually consider training as a substitute for part of the experience, although vocational training is not a hiring requirement.

Important Qualifications for Job Entry

Technical: Knowledge of physiology, knowledge of anatomy, general clerical skills, massage skills, knowledge of neurology, understanding of cardio-pulmonary diseases, knowledge of geriatrics, knowledge of orthopedic care, knowledge of pediatrics, knowledge of sports medicine, ability to apply transferring techniques for moving patients, ability to take vital signs, enrollment in a Physical Therapist Assistant training program, ability to detect complications in patients, ability to write effectively, ability to type at least 45 wpm.

Personal or other: Willingness to work with close supervision.

Physical: Ability to pass a pre-employment medical examination.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

KEY	ALL (100%)	ALMOST ALL (80-99%)	MOST (60-79%)	Summer/Fall 1998
TERMS:	MANY (40-59%)	SOME (20-39%)	FEW (less than 20%)	North Central Counties

PHYSICAL THERAPY AIDES

OTHER INFORMATION

Common Job Titles

Physical Therapy Technician, Physical Therapy Aide

Career Ladder

Most positions in this occupation tend to be entry-level requiring minimal training, and promotional opportunities are fairly low. Experienced Physical Therapy Aides wishing to advance to Physical Therapy Assistant must either complete a two-year college-level training program, or have three years experience and complete board-approved college coursework that relates to the occupation. This is referred to as an Application by Equivalency process.

Hours

Many positions are full-time, average 39 hours/week. Some part-time positions, average 24 hours/week. Few temporary or on-call positions, average 6 hours/week.

Employing Industries

Offices & Clinics of Medical Doctors (SIC 8011), Offices & Clinics of Health Practitioners, not elsewhere classified (SIC 8049), Skilled Nursing Care Facilities (SIC 8051), General Medical & Surgical Hospitals (SIC 8062)

California Occupational Guides

#451 Physical Therapy Aides & Assistants, Interest Area 13

Occupational Outlook Handbook

Physical Therapy Assistants & Aides

Dictionary of Occupational Titles Codes

355.354-010 Physical Therapy Aide

Training Opportunities

Community Colleges

Yuba (Marysville campus): Nursing-Nursing Assistant, *certificate of training*.

Adult Programs:

Colusa County: Valley West Care Center, (Mail: P.O. Box 1059) 1224 E Street, Williams, CA 95987, Phone (530) 473-5321 Fax: (530) 473-5172. *Certified Nursing Assistant certificate program*.

Glenn County (GAP): *Certified Nursing Assistant, (CNA)*.

Career Training & Education Center (CTEC): *Basic Patient Care*.

Regional Occupation Programs:

Glenn County: *Health Occupations/CNA*, Central ROP

Lake County: *Certified Nursing Assistant*, Lake County Office of Education.

Tri-County (Colusa, Sutter, & Yuba): *Basic patient Care, C-TEC Satellite, Hospital/Community Health Services*, Marysville H.S.

PHYSICAL THERAPY ASSISTANTS

OES Code: 660171
8 Firms Responding

15 Jobs Represented
27% Male, 73% Female

DESCRIPTION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$12.00 - 16.00	\$15.00
New Hires, experienced	\$13.00 - 18.00	\$16.00
Experienced, 3 yrs with firm	\$15.00 - 20.00	\$18.00

Summer/Fall 1998

Fringe Benefits

Almost all employers offer paid vacation to full-time employees, most also offer medical insurance, paid sick leave, retirement plans, and life insurance, many also offer dental insurance, and some also offer vision insurance. Other benefits mentioned include per diem.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

SIZE OF OCCUPATION

Small (less than 86 workers)

EMPLOYMENT TRENDS

Much faster than average growth (2.9% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have an associate's degree. Most employers usually or sometimes require 12 months work experience as a Physical Therapy Assistant or 24 months as a Chiropractic Assistant. Most employers will sometimes consider training as a substitute for part of the experience.

Physical Therapy Assistants must obtain a license from the California Physical Therapy Examining Committee. Applicants must have 1) an associate's degree in Physical Therapy Assisting from a committee-approved school or 2) documentation of training and experience equivalent to an approved school program.

Important Qualifications for Job Entry

Technical: Knowledge of physiology, knowledge of anatomy, knowledge of neurology, understanding of cardio-pulmonary diseases, knowledge of geriatrics, knowledge of orthopedic care, knowledge of pathology, knowledge of pediatrics, knowledge of sports medicine, ability to apply transferring techniques for moving patients, ability to maintain progress notes & treatment summaries, ability to take vital signs, ability to detect complications in patients, ability to write effectively, ability to type at least 45 wpm.

Personal or other: Willingness to work with close supervision, ability to work independently.

Physical: Ability to pass a pre-employment physical examination.

Basic: Basic math skills, ability to read & follow instructions, ability to write legibly, oral communication skills.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

PHYSICAL THERAPY ASSISTANTS

OTHER INFORMATION

Common Job Titles

Chiropractic Assistant, Licensed Physical Therapy Assistant, Physical Therapy Assistant

Career Ladder

Generally, there are no occupations to advance to without sufficient additional education to become a Physical Therapist.

Hours

Most positions are full-time, avg. 41 hours/week.
Some part-time positions, avg. 23 hours/week.

Employing Industries

Offices & Clinics of Medical Doctors (SIC 8011), Offices & Clinics of Chiropractors (SIC 8041), Offices & Clinics of Health Practitioners, not elsewhere classified (SIC 8049), General Medical & Surgical Hospitals (SIC 8062)

California Occupational Guides

#451 Physical Therapy Aides & Assistants, Interest Area 13

Occupational Outlook Handbook

Physical Therapy Assistants & Aides

Dictionary of Occupational Titles Codes

076.224-010 Physical Therapist Assistant

Certification

California Trade & Commerce Agency
Physical Therapy Examining Committee
1434 Howe Avenue, Suite 92, Sacramento, CA
95825-3291, Phone: (916) 263-2550 Internet:
<http://commerce.ca.gov/business/small/management/pub/license/lh037.html>

Training Opportunities

Colleges

Pacific Union College, 460 Howell Mountain Road, Anguin, CA 94508 Phone: (707) 965-6311 or toll-free (800) 862-7080, Fax: (707) 965-6432. Physical Therapy Assistant, *certificate of completion*.

Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822, Phone: (916) 558-2568, Fax (916) 441-4142. Physical Therapy Assistant, *associate's degree*. Internet Address: <http://www.scc.losrios.cc.ca.us>

Military

The U.S. Army, Navy & Coast Guard offer certified apprenticeship training programs for Physical Therapy Specialist. Training consists of 11 to 31 weeks of classroom instruction, including practice in applying therapy techniques. Internet web site: <http://www.militarycareers.com/occ/ephyocc.htm>

Associations

American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA 22314
Phone: (703) 684-2782 Fax (703) 684-7343
Internet: <http://apta.edoc.com/> or www.apta.org

For more information about careers in physical therapy, send a self-addressed, stamped envelope to: "A Future in Physical Therapy," APTA, P.O. Box 37257, Washington, DC 20013

SECRETARIES, EXCEPT LEGAL & MEDICAL

OES Code: 551080
15 Firms Responding

159 Jobs Represented
1% Male, 99% Female

DESCRIPTION

Secretaries, Except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 - 10.50	\$ 8.00
New Hires, experienced	\$ 8.00 - 11.00	\$ 9.86
Experienced, 3 yrs with firm	\$10.00 - 14.00	\$12.00

Summer/Fall 1998

Fringe Benefits

Almost all responding employers offer medical insurance, dental insurance, paid sick leave, paid vacation and retirement plans to full-time employees; most also offer vision insurance and life insurance. Some offer paid sick leave, paid vacation and retirement plans to part-time employees; few also offer medical insurance, dental insurance, vision insurance and life insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: a little difficult

Inexperienced Applicants: somewhat difficult

Worker supply is somewhat larger than demand for qualified applicants and job seekers may experience competition.

SIZE OF OCCUPATION

Very Large (more than 370 workers)

EMPLOYMENT TRENDS

Slower than average growth (0.7% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have some college education but no degree. Most responding employers require 12-24 months experience in a related job. Almost all responding employers will sometimes consider training as a substitute for part of the experience and many prefer applicants with 12-24 months vocational training.

Important Qualifications for Job Entry

Technical: English grammar, spelling & punctuation skills, telephone answering skills, customer service skills, ability to write effectively, alphabetic & numeric filing skills, proofreading skills, ability to use computer word processing, spreadsheet, desktop publishing & database software, ability to operate a transcribing machine, ability to follow billing procedures, ability to maintain an appointment calendar, ability to type at least 60 wpm, & ability to take dictation at 100 wpm or more.

Personal or other: Organizational skills, willingness to work with close supervision & ability to work independently.

Basic: Oral communication skills, basic math skills, ability to read & follow instructions, ability to write legibly.

KEY ALL (100%) ALMOST ALL (80-99%) MOST (60-79%)
TERMS: MANY (40-59%) SOME (20-39%) FEW (less than 20%)

Summer/Fall 1998
North Central Counties

SECRETARIES, EXCEPT LEGAL & MEDICAL

OTHER INFORMATION

Common Job Titles

Administrative Assistant, Administrative Secretary, Executive Secretary, Office Assistant, Office Manager, School Secretary

New/Emerging Skills

Better communication skills & computer skills including keeping updated on new software versions & network troubleshooting.

Skills Becoming Obsolete

Shorthand and using a typewriter.

Career Ladder

Prospective secretaries often obtain their first jobs as clerks or receptionists and advance to secretarial positions as they gain necessary skills and experience. They can eventually become administrative or executive secretaries or supervisors. In smaller offices, advancement may be limited to gradual increases in responsibility and pay.

Hours

Most positions are full-time, average 40 hrs./week. Some temporary positions, average 40 hrs./week. Few part-time positions, average 27 hrs./week. Few seasonal positions, average 40 hrs./week.

Employing Industries

Elementary & Secondary Schools (SIC 8211), Colleges, Universities, & Professional Schools (SIC 8221), Junior Colleges (SIC 8222), Federal Government (SIC 9010), State Government (SIC 9020), & Local Government (SICs 9030-9131).

California Occupational Guides

#128, Secretaries – Interest Area 7

Occupational Outlook Handbook

Secretaries

Dictionary of Occupational Titles Codes

201.162-010 Social Secretary
201.362-018 Membership Secretary
201.362-022 School Secretary
201.362-026 Script Supervisor
201.362-030 Secretary
219.362-074 Trust Operations Assistant

Training Opportunities

Community Colleges

Butte: Business: Office Information Systems career program.

Mendocino: Business: Office Technology certificate of achievement.

Yuba: Business: Administrative Secretary certificate of completion.

Adult Programs:

Glenn Adult Program, Willows: *Office Procedures*.
Sierra West Academy (Yuba City): *Information Management Technology* certificate of completion.

Regional Occupation Programs:

Glenn County: *Business*, Princeton H.S.; *Office Computer Applications*, Willows H.S.; *Office Procedures*, Orland H.S.; *Office Training*, Hamilton H.S.

Lake County: *Advanced Office Procedures*, Middletown H.S.

Tri-County (Colusa, Sutter, Yuba): *Office Education Lab*, Boyd Street, Yuba City, CTEC, & Lindhurst H.S.

SOCIAL WORKERS, EXCEPT MEDICAL & PSYCHIATRIC

OES Code: 273050
15 Firms Responding

133 Jobs Represented
15% Male, 85% Female

DESCRIPTION

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Please include Community Organization Social Workers who plan, organize and work with community groups to solve problems. Does not include workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 - 11.25	\$ 9.39
New Hires, experienced	\$ 7.00 - 13.50	\$11.99
Experienced, 3 yrs with firm	\$ 8.00 - 15.25	\$13.29

Summer/Fall 1998

Fringe Benefits

Almost all employers offer medical insurance, paid sick leave and paid vacation to full-time employees, most also offer retirement plans, dental insurance and vision insurance, and many also offer life insurance. Few employers offer benefits to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

Employers may have some difficulty finding qualified applicants at times. This indicates a good outlook for qualified job seekers.

SIZE OF OCCUPATION

Large (171-370 workers)

EMPLOYMENT TRENDS

Faster than average growth (2.0% annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have a bachelor's degree. Most employers usually require 12-24 months case management or counseling experience in a social services field, and most will sometimes consider training as a substitute for part of the experience.

Important Qualifications for Job Entry

Technical: Understanding of court proceedings, record keeping skills, knowledge of veterans services, knowledge of protective services for children and adults, knowledge of family social work, vocational counseling skills, ability to interview others for information, possession of a valid driver's license, ability to write effectively.

Personal or other: Understanding of a variety of cultures, leadership skills, ability to handle crisis situations, possession of a clean police record, willingness to work with close supervision, ability to apply complex rules and regulations, ability to work independently.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

SOCIAL WORKERS, EXCEPT MEDICAL & PSYCHIATRIC

OTHER INFORMATION

Common Job Titles

Case Manager, Community Outreach Worker, Counselor, Credit Counselor, Family Support Specialist, Social Worker

New/Emerging Skills

Computer skills, child welfare knowledge, interviewing and assessment skills, computer charting.

Career Ladder

Volunteer or paid jobs as a social work aide or eligibility worker offer ways of testing one's interest in this field. Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department is possible but generally requires an MSW degree and related work experience. Other career options for social workers include teaching, research, and consulting. Some social workers go into private practice.

Hours

Almost all positions are full-time, avg. 39 hrs/week. Few part-time positions avg. 20 hrs/week.

Employing Industries

Individual and Family Social Services (SIC 8322); Residential Care (SIC 8361), Local Government (SIC 9030)

California Occupational Guides

#122 Social Workers, Interest Area 10

Occupational Outlook Handbook

Social Workers

Dictionary of Occupational Titles Codes

187.134-010	Supervisor, Contract-Sheltered Workshop
187.137-014	Supervisor, Volunteer Services
189.267-010	Field Representative
195.107-010	Caseworker
195.107-014	Caseworker, Child Welfare
195.107-018	Caseworker, Family
195.107-022	Social Group Worker
195.107-026	Social Worker, Delinquency Prevention
195.107-038	Social Worker, School
195.107-042	Correctional-Treatment Specialist
195.107-046	Probation-And-Parole Officer
195.137-010	Casework Supervisor
195.164-010	Group Worker
195.167-010	Community Organization Worker
195.167-014	Community-Relations and Services Advisor, Public Health
195.267-018	Patient-Resources and Reimbursement Agent
195.267-022	Child Support Officer
195.367-018	Community Worker
195.367-026	Pre-parole Counseling Aide

Training Opportunities

Community Colleges

Butte: Social & Behavioral Science-Transfer Major & A.S. Degree

Mendocino: Psychology-Transfer Major & A.A. Degree

Yuba: Human Services-Transfer Major & A.S. Degree

TEACHERS, SECONDARY SCHOOL

OES Code: 313080
16 Firms Responding

355 Jobs Represented
57% Male, 43% Female

DESCRIPTION

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

WAGES & BENEFITS

Union Hourly Wages	Range	Median
New Hires, no experience	\$11.20 - 15.88	\$13.31
New Hires, experienced	\$13.43 - 19.18	\$15.79
Experienced, 3 yrs with firm	\$13.43 - 23.01	\$18.23

Non-Union Hourly Wages	Range	Median
New Hires, no experience	\$20.25 - 20.75	\$20.42
New Hires, experienced	\$22.50 - 23.50	\$23.00
Experienced, 3 yrs with firm	\$26.50 - 30.00	\$28.23

Fringe Benefits

Almost all employers offer medical insurance, dental insurance, vision insurance, paid sick leave and retirement plans to full-time employees, and some also offer life insurance. Few employers offer medical insurance, dental insurance, vision insurance, and retirement plans to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants
Experienced Applicants: Somewhat difficult
Inexperienced Applicants: A little difficult

EMPLOYMENT TRENDS

Slower than average growth (1.3% annually)

SIZE OF OCCUPATION

Very Large (more than 370 workers)

REQUIREMENTS

Education, Training and Experience

Most recent hires have a Bachelor's degree and many have completed graduate study. Many employers usually require 9-12 months teaching experience, and many employers will usually consider student teaching as a substitute for work experience.

California public schools require a Single Subject Teaching Credential issued by the Commission on Teacher Credentialing. A teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level; preschool; kindergarten, and grades one through twelve, inclusive; or in classes organized primarily for adults.

A 1-5 year "preliminary" credential requires a bachelor's or higher degree, completion of a professional preparation program in secondary education, including student teaching, California Basic Education Test (CBEST), U.S. Constitution study, Teaching of Reading, and subject-matter competence. A "professional clear" requires a fifth year of study (30 units), completion of a unit requirement in health education, and course work in special education and computer education.

Licensing Information

State of California
Commission on Teacher Credentialing
Box 944270 (1900 Capitol Avenue)
Sacramento, CA 94244-2700
Phone: (916) 445-7254
Web site address: <http://www.ctc.ca.gov>
E-mail address: credentials@ctc.ca.gov

TEACHERS, SECONDARY SCHOOL

OTHER INFORMATION

Common Job Titles

Alternative Education Teachers, Instructors,
Opportunity Teachers, Substitute Teachers,
Teachers

New/Emerging Skills

Computer skills, curriculum writing, multiple
teaching strategies

Skills Becoming Obsolete

Teaching in isolation

Career Ladder

With additional preparation, teachers may move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Teachers may become administrators or supervisors, although the number of these positions is limited and competition for these desirable positions can be intense. In some systems, highly qualified, experienced teachers can become senior or mentor teachers, with higher pay and additional responsibilities. They guide and assist less experienced teachers while keeping most of their teaching responsibilities.

Hours

Almost all positions are full-time, avg. 39 hrs/week. Few part-time and temporary positions, avg. 18-23 hrs/week.

Employing Industries

Schools, Secondary (SIC 8211)

California Occupational Guides

#57 Teachers, Secondary School, Interest Area 11

Occupational Outlook Handbook

School Teachers, Kindergarten, Elementary, &
Secondary

Dictionary of Occupational Titles Codes

091.221-010 Teacher, Industrial Arts
091.227-010 Teacher, Secondary School
099.224-010 Instructor, Physical Education
099.227-022 Instructor, Military Science

Training Opportunities

Universities and Colleges:

CSU Chico (530) 898-4636
CSU Sacramento (916) 278-6011
CSU Sonoma (707) 664-2346
UC Davis (916) 752-0655
Chapman University-Yuba City Academic Center
(530) 674-2758
Dominican College of San Rafael (415) 485-3233
Patten College, Oakland (510) 533-8300

Community Colleges:

Butte, Mendocino and Yuba: *articulated coursework and A.A. degrees* in General Education/Studies, Liberal Arts/Studies. *Transfer programs* leading to a B.A. degree in a broad field major at 4-year universities.

TELEPHONE & CABLE TV LINE INSTALLERS & REPAIRERS

OES Code: 857020
6 Firms Responding

25 Jobs Represented
100% Male, 0%Female

DESCRIPTION

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 7.00 - 9.25	\$ 8.00
New Hires, experienced	\$ 8.00 - 10.00	\$ 9.75
Experienced, 3 yrs with firm	\$10.00 - 13.00	\$11.93

Summer/Fall 1998

Fringe Benefits

All responding employers offer paid vacation to full-time employees, almost all also offer medical insurance, many also offer paid sick leave and life insurance, some also offer dental insurance, and few also offer retirement plans and vision insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

Employers generally have difficulty finding experienced applicants who meet their hiring standards. Outlook for inexperienced applicants is somewhat competitive.

SIZE OF OCCUPATION

Small (Less than 86 workers)

EMPLOYMENT TRENDS

Faster than average growth (2.0% annually)

REQUIREMENTS

Education, Training and Experience

Most recent hires have a high school or equivalent education. Almost all responding employers usually require 6-12 months work experience in a related job. Almost all employers will usually consider training as a substitute for part of the experience. Some employers require 12 months of vocational training in a college, vocational-technical school, or the military.

Important Qualifications for Job Entry

Technical: Ability to operate electric testing equipment, ability to apply principles of microwave technology, ability to read blueprints, ability to read schematics, understanding of fiber optics, ability to implement safe work practices, ability to use hand tools, ability to operate trenching machines, ability to apply laser technology, possession of a valid driver's license, problem-solving skills, ability to use service manuals.

Personal or other: Willingness to work with close supervision, willingness to work on-call, ability to work independently.

Physical: Ability to climb poles, possession of good color perception, ability to crawl under buildings.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

TELEPHONE & CABLE TV LINE INSTALLERS & REPAIRERS

OTHER INFORMATION

Common Job Titles

Cable TV Installer, Chief Technician, Installer/Technician, Technician, Voice/Data Cable Installer

New/Emerging Skills

Computer, internet, electronics, people skills

Career Ladder

For installers in the telephone industry, advancement may come about through promotion to splicer. Splicers can advance to engineering assistants or may move into other kinds of work, such as sales. Promotion to a supervisory position also is possible. Cable television installers may advance to service technician, maintenance technician, and manager positions.

Hours

Almost all positions are full-time, avg. 40 hrs/week. Few part-time positions average 24 hours/week.

Employing Industries

Water, Sewer, Pipeline, & Communications & Power Line Construction (SIC 1623), Electrical Work (SIC 1731), Telephone Communications, except Radiotelephone (SIC 4813), Cable & Other Pay Television Services (SIC 4841)

California Occupational Guides

None

Occupational Outlook Handbook

Line Installers & Cable Splicers

Dictionary of Occupational Titles Codes

821.281-010 Cable Television Installer

822.381-014 Line Installer-Repairer

Training Opportunities

Community Colleges

Mendocino: Electronics & Electric Technology, *certificate of achievement, A.S. degree, transfer option, occupational option.*

Yuba: Industrial Electronics Technology, *certificate of completion, A.S. degree.*

Adult Programs:

Sierra West Academy, Yuba City:
Telecommunications Assembly & Repair Technology.

Military

The Army, Navy, and Marine Corps offer certified apprenticeship training programs for some specialties of the Communications Equipment Repairer classification. Job training consists of eight to 40 weeks of classroom instruction, including practice with equipment. Internet:
<http://www.militarycareers.com/occ/ecomequ.htm>

VETERINARY ASSISTANTS

OES Code: 798060
9 Firms Responding

32 Jobs Represented
22% Male, 78% Female

DESCRIPTION

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 5.75 - 7.00	\$ 5.88
New Hires, experienced	\$ 6.50 - 11.00	\$ 7.50
Experienced, 3 yrs with firm	\$ 8.00 - 13.00	\$ 9.00

Summer/Fall 1998

Fringe Benefits

Most responding employers offer paid vacation to full-time employees, many also offer medical insurance, some also offer paid sick leave and dental insurance, and few also offer life insurance. Some employers offer paid vacation and paid sick leave to part-time employees, and few also offer medical insurance and dental insurance.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: Somewhat difficult

Employers may have some difficulty finding experienced workers at times.

SIZE OF OCCUPATION

Small (Less than 86 workers)

EMPLOYMENT TRENDS

Much faster than average growth (4.8% annually)

REQUIREMENTS

Education, Training and Experience

Almost all recent hires have completed some college but no degree. Many employers usually or sometimes require 9-12 months experience as a veterinary assistant or kennel technician. Most employers will usually consider training as a substitute for part of the experience. Some employers prefer applicants with 24 months training or certification as a Registered Veterinary Technician, or Animal Health Technician.

Important Qualifications for Job Entry

Technical: Ability to follow laboratory procedures, teeth cleaning and polishing skills, ability to follow feeding and handling requirements for animals, ability to administer medications, ability to apply sterilization techniques, ability to administer emergency first aid, ability to take vital signs, certified in animal health care, ability to assess emergency situations and set priorities quickly, ability to accurately record and report information, ability to write effectively.

Personal or other: Willingness to work with close supervision, public contact skills, ability to work independently, ability to work under pressure.

Physical: Ability to lift at least 50 lbs. repeatedly.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

VETERINARY ASSISTANTS

OTHER INFORMATION

Common Job Titles

Animal Support Person, Kennel Helper, Veterinary Assistant, Veterinary Technician.

New/Emerging Skills

Ability to do multiple tasks at once, continuing education, licensing.

Career Ladder

Employers generally prefer to hire people with some experience with animals. Formal training is usually not necessary for entry-level positions. Beginners learn on the job, and usually start by cleaning cages and feeding and watering animals in a kennel. Many firms promote experienced kennel helpers to veterinary assistants who continue learning on the job, usually under the guidance of a veterinarian or veterinary technician. Highly motivated veterinary assistants may become veterinary technicians, with additional training from an accredited veterinary technology program.

Hours

Most positions are full-time, avg. 40 hours/week. Some part-time positions avg. 21 hours/week.

Employing Industries

Veterinary Services for Animal Specialties (SIC 0742)

California Occupational Guides

#402 Veterinary Technicians, Interest Area 3

Occupational Outlook Handbook

Veterinary Assistants
also see: Veterinary Technicians and Technologists

Dictionary of Occupational Titles Codes

079.361-014 Veterinary Technician

Training Opportunities

Regional Occupation Programs:

Glenn County: *Animal Science*, Orland H.S.

Napa County: 1015 Kaiser Rd., Napa, CA 94558
Phone (707) 253-6830 Fax (707) 253-6841,
Veterinary Assistant certificate program

KEY
TERMS:

ALL (100%)
MANY (40-59%)

ALMOST ALL (80-99%)
SOME (20-39%)

MOST (60-79%)
FEW (less than 20%)

Summer/Fall 1998
North Central Counties

WELDERS & CUTTERS

OES Code: 939140
16 Firms Responding

97 Jobs Represented
100% Male, 0% Female

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES & BENEFITS

Hourly Wages	Range	Median
New Hires, no experience	\$ 6.00 - 11.50	\$ 7.00
New Hires, experienced	\$ 7.00 - 18.00	\$ 8.13
Experienced, 3 yrs with firm	\$ 9.00 - 21.00	\$11.25

Summer/Fall 1998

Fringe Benefits

Many employers offer medical insurance and paid vacation to full-time employees; few also offer retirement plans, dental insurance, life insurance and paid sick leave. Few employers offer benefits to part-time employees.

SUPPLY/DEMAND

Degree of Difficulty Finding Qualified Applicants

Experienced Applicants: Somewhat difficult

Inexperienced Applicants: A little difficult

Employers may have some difficulty finding qualified experienced applicants at times, but inexperienced job seekers may experience competition.

SIZE OF OCCUPATION

Medium (86-170 workers)

EMPLOYMENT TRENDS

Remains stable (Zero growth projected)

REQUIREMENTS

Education, Training and Experience

Many recent hires have a high school or equivalent education and many have some college education but no degree. Almost all employers require 12-24 months welding experience. Most responding employers will sometimes consider training as a substitute for part of the experience. Some employers require 12-18 months vocational training and a certificate or the ability to become certified under standards set by the American Welding Society and American Society of Mechanical Engineers. Certification exams may be taken after completion of first-year college courses and some employers assist new hires in becoming certified.

Important Qualifications for Job Entry

Technical:. Ability to operate inspection equipment, ability to read blueprints, ability to read working drawings, arc welding skills, gas welding skills, ability to use precision tools, ability to pass a work performance test, knowledge of general shop and safety practices, knowledge of metals and materials.

Personal or other: Mechanical aptitude, willingness to work with close supervision, ability to work independently, ability to follow instructions.

Physical: Good eyesight, hand-eye coordination & manual dexterity, ability to work in awkward positions, ability to work from ladders and scaffolds, ability to stand continuously for 2 or more hours.

Basic: Basic math skills, ability to read and follow instructions, ability to write legibly, oral communication skills.

WELDERS & CUTTERS

OTHER INFORMATION

Common Job Titles

Apprentice Welder, ARC Welder, Combination MIG & TIG Welder, Fabrication Welder, Iron Worker, Journey Welder, Machine Helper, Metal Fabricator, MIG Welder, Shop Welder, TIG Welder, Welder/Fabricator, Welder Helper, Welder Repairman.

Career Ladder

Apprentices reach journey level after completing on-the-job training. Advancement may lead to shop supervisor or, with required experience and training, to service manager, inspector or welding instructor. Some welders may eventually open job shops of their own.

Hours

Almost all positions are full time, avg. 41 hrs ./week. Few temporary or on-call positions, avg. 37 hrs ./wk. Few part-time positions.

Employing Industries

General Building Contractors, non-residential buildings (SIC 1542), Structural Steel Erection (SIC 1791), Fabricated Structural Metal (SIC 3441), Fabricated Plate Work (Boiler Shops) (SIC 3443), Farm Machinery & Equipment (SIC 3523), Transportation Equipment not elsewhere classified (SIC 3799), Gas & Other Services Combined (SIC 4932), Farm & Garden Machinery Equipment (SIC 5083), Industrial Machinery & Equipment (SIC 5084), Recreational Vehicle Dealers (SIC 5561), Employment Agencies (SIC 7361), Auto Exhaust Repair (SIC 7533), Welding Repair (SIC 7692), Repair Shops not elsewhere classified (SIC 7699)

California Occupational Guides

#84 Welders – Interest Area 5C

Occupational Outlook Handbook

Welders, Cutters & Welding Machine Operators

Dictionary of Occupational Titles Codes

810.384-010 Welder Apprentice, Arc
810.384-014 Welder, Arc
810.664-010 Welder, Gun
810.684-010 Welder, Tack
811.684-010 Welder Apprentice, Gas
811.684-014 Welder, Gas
816.364-010 Arc Cutter
819.361-010 Welder-Fitter
819.361-014 Welder-Fitter Apprentice
819.381-010 Welder-Assembler
819.384-010 Welder, Combination
819.384-014 Welder Apprentice, Combination
819.684-010 Welder, Production Line

Training Opportunities

Community Colleges

Butte: Welding Technology, *certificate and degree programs.*

Mendocino: Welding, *selected courses from beginning instruction to updates for industry professionals.*

Yuba: Manufacturing Technology/Metalworking-Welding, *certificate program.*

Napa Valley: Welding, *degree & certificate programs*

Adult Programs:

Colusa County: Arbuckle Adult School, *welding certificate, 10 week class*

Regional Occupation Programs:

Glenn County: *Welding I & II*, Orland H.S. & Willows H.S.

Lake County: *Welding*, Kelseyville H.S.

Tri-County (Colusa, Sutter, Yuba): *Welding*, Yuba City H.S. *Farm Equipment & Metal Fabrication*, Maxwell H.S., Pierce H.S., Live Oak H.S., Sutter H.S. & Wheatland H.S.

Napa County: 1015 Kaiser Rd., Napa, CA 94558
Phone (707) 253-6830 Fax (707) 253-6841, *Welder Apprentice program*

1998-99
DIRECTORY OF
VOCATIONAL TRAINING
for
North Central Counties Consortium

COLUSA, GLENN, LAKE,
SUTTER, & YUBA
COUNTIES

This training directory is a product of the California Cooperative Occupational Information System and was created locally through a partnership between the North Central Counties Consortium Private Industry Council and the State of California Employment Development Department-Labor Market Information Division.

The purpose of this directory is to provide, in a single document, a listing of vocational and technical training programs in the North Central Counties Consortium and some nearby in surrounding areas. Programs listed are those which prepare persons for entry into occupations included in the Occupational Outlook Report. Information about schools in nearby counties is provided when local training sources for a particular occupation are limited.

The Private Industry Council does not endorse or sanction the training providers listed in this directory. Schools are listed for information purposes only and neither approval nor support is implied. JTPA counselors must check the current NCCC Vendor List to identify approved training programs for participants. See internet web site: <http://nortec.org/ba/Vendors/ApprovedVendors.html>



The producers of this directory do not endorse or recommend any particular training providers or programs. Further, while we have made a sincere effort to ensure that the information is as accurate and up-to-date as possible, information and programs change frequently. Please contact training providers directly to verify/update the information.

Local Training Providers by County **Pages 4-13**

➤ Colusa County	3-4
➤ Glenn County	5-6
➤ Lake County	7-8
➤ Sutter County	9-10
➤ Yuba County	11-12

Occupational Training **Pages 13-35**

Listed by OES title for occupations in the North Central Counties Occupational Outlook Report

In addition to the training providers and programs included in this directory, universities in nearby counties offer a variety of degree (and some certificate) programs that also prepare persons for entry into occupations. Please refer to their respective course catalogs for current information.

California State University, Chico

Phone (530) 898-4636 Internet address: <http://www.csuchico.edu>

Undergraduate, post-graduate (and some certificate) programs

California State University, Sacramento

Phone (916) 278-6011 Internet address: <http://www.csus.edu>

Regional & Continuing Education Phone: (916) 278-4433

Internet address: <http://www.csus.edu/rce>

Undergraduate, post-graduate (and some certificate) programs

Sonoma State University

Phone (707) 664-2346 Internet address: <http://www.sonoma.edu>

Undergraduate, post-graduate (and some certificate) programs

University of California, Davis

Phone (916) 752-0650 Internet address: <http://www.ucdavis.edu>

Undergraduate, post-graduate (and some certificate) programs

COLUSA COUNTY

CAREER CENTERS

*Basic skills assessment, job search assistance,
training referral, pre-employment skills training,
computer literacy.*

Yuba College Colusa County
Career Resource Center
745 10th St., Colusa, CA 95932
Phone: (530) 458-0326 Fax: (530) 458-0335

REGIONALLY ACCREDITED COLLEGES & UNIVERSITIES

Yuba College-Colusa County Center
745 10th St, Colusa, CA 95932
Phone (530) 458-4085
*AA/AS degrees, vocational certificates, university
transferable units, GED/basic skills classes*

ADULT EDUCATION

Arbuckle Adult School
Johnson Junior High School
966 Wildwood Road, Arbuckle, CA 95912
Phone: (530) 476-3261 Fax: (530) 476-2017

Colusa Alternative High/Adult School (CAHS)
817 Colus Avenue, Colusa, CA 95932 Phone: (530)
458-2232 Fax: (530) 458-4070
E-mail: colusadult@otan.dni.us

Colusa County Literacy Program
Colusa County Library, 738 Market Street, Colusa,
CA 95932 Phone: (530) 458-0373

Freshwater Adult School
Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
Phone: (530) 473-2450

ENGLISH AS A SECOND LANGUAGE (ESL)

Arbuckle Adult School @ Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
Phone: (530) 476-3261 Fax: (530) 476-2017

Colusa Alternative High School (CAHS)
817 Colus Avenue, Colusa, CA 95932
Phone: (530) 458-2232

Freshwater Adult School
Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
Phone: (530) 473-2450

Yuba College-Colusa County Center
745 10th St, Colusa, CA 95932
Phone (530) 458-4085

GENERAL EDUCATION DEVELOPMENT (ABE/GED)

Arbuckle Adult School @ Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
Phone: (530) 476-3261 Fax: (530) 476-2017

Clinton B. Nielson High School
(Mail: Box 70)
1333 Fouts Springs Rd., Stonyford, CA 95979
Phone: (530) 963-3416

Colusa Alternative High School (CAHS)
817 Colus Avenue, Colusa, CA 95932
Phone: (530) 458-2232

Colusa Career Resource Center/Yuba College
745 10th St., Colusa, CA 95932
Phone: (530) 458-0326 or 458-4085

Freshwater Adult School
Williams Unified School District
(Mail: P.O. Box 7)
1105 D Street, Williams, CA 95987
Phone: (530) 473-2450

COLUSA COUNTY

REGIONAL OCCUPATION PROGRAMS (ROP)

*Anyone age 16 or older is eligible to enroll in ROP,
including adults*

Tri-County ROP is a program of the Colusa, Sutter &
Yuba County Offices of Education
General information: (530) 822-5180 (ext. 107)

Colusa County Superintendent of Schools
146 7th Street, Colusa, CA 95932
(530) 458-0350

Location

345 5th St.
Colusa
458-0330

Courses

Distributive Occupations Training
Office Education Lab
Cashier/Checker Training

Colusa
High School
458-2156

Computer Applications
Word Processing
Computer Assisted Accounting
Distributive Occupations in Training
Food Technology
Graphic Communications
Word Processing
Graphic Communication

Maxwell
High School
438-2291

Computer Assisted Accounting
Farm Equip. & Metal Fabrication

Pierce
High School
476-2277

Architectural Design
Farm Equip & Metal Fabrication
Office Education Lab

Williams
High School
473-5369

Ag Equip. Operation & Maint.
Distributive Occupations Training
Office Education Lab

VOCATIONAL TRAINING

Arbuckle Adult School
Johnson Junior High
966 Wildwood Road, Arbuckle, CA 95912
Phone: (530) 476-3261 Fax: (530) 476-2017
Welding certificate, 10-week class

Valley West Care Center
(Mail: P.O. Box 1059)
1224 E Street, Williams, CA 95987
Phone: (530) 473-5321 Fax: (530) 473-5172
Certified Nursing Assistant certificate program

GLENN COUNTY

CAREER CENTERS

*Basic skills assessment, job search assistance,
training referral, pre-employment skills training,
computer literacy.*

Glenn County

Human Resource Agency

420 E. Laurel St., Willows, CA 95988

Phone: (530) 934-6510 Fax: (530) 934-6599

Orland Career Center

902 6th St., Orland, CA 95963

Phone: (530) 865-1132

REGIONALLY ACCREDITED COLLEGES & UNIVERSITIES

Butte College-Glenn County Center

119 N. Butte, Willows, CA 95988

Phone (530) 934-2144 Fax: (530) 934-4168

*AA/AS degrees, vocational certificates, university
transferable units, GED/basic skills classes*

ADULT EDUCATION

Glenn Adult Program (GAP)

Glenn County Office of Education

525 W. Sycamore St., Willows, CA 95988

Phone: (530) 934-6575, ext. 14

Fax: (530) 934-6576

Web site: www.glenn-co.k12.ca.us/gcoe/rop

E-mail: rguyer@glenn-co.k12.ca.us

Northern Calif. Literacy Resource Center

420 #B East Laurel Street, Willows, CA 95988

Phone: (530) 934-9656, Fax: (530) 934-9657

E-mail: rmccrory@otan.dni.us

Internet: www.otan.dni.us/sirc/nclrc

Orland Adult Literacy Project

704 Fourth Street, Orland, CA 95963

Phone: (530) 865-1642

Princeton High School

473 State Street, Princeton, CA 95970

(contact Glenn County Office of Education)

525 West Sycamore Street, Willows, CA 95988

Phone: (530) 934-6575, ext. 14

Willows Area Literacy Programs

420 #A East Laurel Street, Willows, CA 95988

Phone: (530) 934-7413 Fax: (530) 934-9657

E-mail: willowslit@otan.dni.us

ENGLISH AS A SECOND LANGUAGE (ESL)

Glenn Adult Program (GAP)

HRA Career Center, Orland

(contact Glenn County Office of Education)

525 West Sycamore Street, Willows, CA 95988

Phone: (530) 934-6575, ext. 14

Fax: (530) 934-6576

E-mail: rguyer@glenn-co.k12.ca.us

Willows Learning Center

545 West First Avenue, Willows, CA 95988

Phone: (530) 934-3140

GENERAL EDUCATION DEVELOPMENT (ABE/GED)

Orland Human Resources Agency (HRA)

Career Center

(contact Glenn County Office of Education)

525 West Sycamore Street, Willows, CA 95988

Phone: (530) 934-6603, ext. 14

Orland Adult Education Center

111 E. Walker Street

Orland, CA 95963

Phone: (530) 865-5622 Fax: (530) 865-1260

Willows Area Literacy Programs

420 #A East Laurel Street, Willows, CA 95988

Phone: (530) 934-7413 Fax: (530) 934-9657

E-mail: willowslit@otan.dni.us

GLENN COUNTY

REGIONAL OCCUPATION PROGRAM (ROP)

*Anyone age 16 or older is eligible to enroll in ROP,
including adults*

Glenn County Office of Education
525 West Sycamore Street, Willows, CA 95988.
Phone: (530) 934-6575, ext. 25
Web site: www.glenn-co.k12.ca.us/gcoe

Location

Central ROP

Courses

Health Occupations/CNA
Computer Applications
Hospitality Occupations
Dental Assisting
Firefighting Occupations

Elk Creek
High School

Ag Mechanics I
Introduction to Forestry

Hamilton
High School

Ag Mechanics/Small Engines
Careers in Ag Production
Child Development Aide Training
Desktop Publishing on Apple
Furniture & Cabinet Construction
RV Maintenance & Repair
Advanced Computer Applications
Computer Assisted Applications
Office Training

Orland
High School

Animal Science
Plant Science
Welding I & II
Hospitality Occupations
Advanced Woodworking
Automotive Mechanics/Chassis
Graphic Arts
Publishing
Retail Training
Computer Repair
Office Procedures

Princeton
High School

Ag Mechanics
Ornamental Horticulture
Ag Business
Business

Willows
High School

Ag Mechanics I & II
Child Development Aide Training
Nursery Skills II
Welding I & II
Advanced Auto
RV Maintenance & Repair
Desktop Publishing
Wood Technology & Manufacturing
Computer Applications I & II
Computer Repair & Maintenance
Office Computer Applications

VOCATIONAL TRAINING

Glenn Adult Program (GAP)
(contact Glenn County Office of Education)
525 W. Sycamore St., Willows, CA 95988
Phone: (530) 934-6575, ext. 14
Fax: (530) 934-6576
Web site: www.glenn-co.k12.ca.us/gcoe/rop
E-mail: rguyer@glenn-co.k12.ca.us

Cabinetmaking - beginning & advanced levels
Certified Nursing Assistant
Computer Repair
*Computer software training - beginning &
intermediate levels*
Dental Assistant
Family Day Care
Firefighter Training
Home Health Care Aide
Job Preparation Skills
Journalism-News Reporting
Office Procedures
Real Estate Sales

LAKE COUNTY

CAREER CENTERS

*Basic skills assessment, job search assistance,
training referral, pre-employment skills training,
computer literacy.*

Lakeport Center
55 First Street
Lakeport, CA 95453
Phone: (707) 263-0630 Fax: (707) 263-0920

Clearlake Center
7105 South Center Dr.,
Clearlake, CA 95422
Phone: (707) 995-7100

REGIONALLY ACCREDITED COLLEGES & UNIVERSITIES

Mendocino College-Lake County Center
1005 Parallel Drive, Lakeport, CA 95453
Phone (707) 263-4944
*AA/AS degrees, vocational certificates, university
transferable units, GED/basic skills classes*

Yuba College-Lake County Campus
15880 Dam Road Ext.
Clearlake, CA 95422
Phone (707) 995-7900
*AA/AS degrees, vocational certificates, university
transferable units, GED/basic skills classes*

ADULT EDUCATION

Konocti Unified School District
3620 Pine Street (*Mail: P.O. Box 6630*)
Clearlake, CA 95422 Phone:
8:00 a.m.-5:00 p.m. (707) 994-1033
6:00 p.m.-9:00 p.m. (707) 994-7142

Lake County Adult Education Consortium
Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
Phone: (707) 263-4169

Lake County Adult Literacy
Phone: (707) 263-7633
Tutoring in reading and writing

Robinson Rancheria Education Center
1545 E. Highway 20
Upper Lake, CA 95485
Phone: (707) 275-2959

ENGLISH AS A SECOND LANGUAGE (ESL)

Kelseyville Adult School
Donaldson Alternative Education
4410 Konocti Road
Kelseyville, CA 95451
Phone: (707) 279-8414, fax: (707) 279-4404

Konocti Unified School District
Carlé High School
(*Mail: P.O. Box 719*), Lower Lake, CA 95457
Phone: district- (707) 994-5787 ext. 25
Fax: (707) 994-7707
Carlé High School phone: 994-1033

Lake County Adult Education Consortium
Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
Phone: (707) 263-4169
Multi-level class & advanced writing class

Lake County Adult Literacy
Phone: (707) 263-7633
Tutoring

The C.L.A.S.S.
4755 Highland Springs Rd.
Lakeport, CA 95453
Phone: (707) 262-1606 Fax: (707) 263-1041
Intermediate ESL, Aviation ESL & citizenship
preparation

Yuba Community College Learning Center
7105 South Center Dr, Clearlake, CA 95422
Phone: (707) 995-7911

LAKE COUNTY

GENERAL EDUCATION DEVELOPMENT (ABE/GED)

Lake County Adult Education Consortium
Hill Road Sheriff's Training Facility
4913 Helbush Drive, Lakeport, CA 95453
Phone: (707) 263-4169

Robinson Rancheria Education Center
1545 E. Highway 20
Upper Lake, CA 95485
Phone: (707) 275-2959

VOCATIONAL TRAINING

Alchemical Institute of Berkeley
dba Renewal Institute
16210 Highway 175
(mailing: P.O. Box 209)
Cobb, CA 95426
Phone: (707) 928-4453
Hypnotherapy

Fischer Computer Systems
15312 Lakeshore Dr., Clearlake, CA 95422
Phone: (707) 994-2983
Individualized computer software training

H & R Block Tax Training School
14085 Lakeshore Drive, #4
Clearlake, CA 95422
Phone: (707) 994-3043
Tax Preparation

Resort Aviation
4615 Highland Springs Rd, Lakeport, CA 95453
Phone: (707) 263-1414
Aircraft Pilot & Navigator Training

School of Shiatsu and Massage
Harbin Hot Springs
P.O. Box 889, Middletown, CA 95461
Phone: (707) 987-3801
Massage and Bodywork Certification

REGIONAL OCCUPATION PROGRAMS (ROP)

*Anyone age 16 or older is eligible to enroll in ROP,
including adults*

Lake County Office of Education
1152 So. Main Street, Lakeport, CA 95453
Phone: (707) 262-4121

<u>Location</u>	<u>Courses</u>
Clear Lake High School	Business Occupations: Accounting Word Processing Auto Mechanics Graphic Communications
Kelseyville High School	Horticulture Ag: Feeding, Fitting, Showing EMT I Mill Cabinet Welding Computer Operator Computer Service Technician
Lake County Office of Education	Licensed Vocational Nursing Certified Nursing Assistant Allied Health Careers Computer Applications Motorcycle Repair
Lower Lake High School	Computer Applications Careers With Children Automotive II Advanced Automotive Desktop Publishing Construction TV/Media Production
Middletown High School	Ag. Skills Advanced Office Procedures Desktop Publishing
Upper Lake High School	Architectural Drafting Construction

SUTTER COUNTY

CAREER CENTERS

*Basic skills assessment, job search assistance,
training referral, pre-employment skills training,
computer literacy.*

Sutter County Schools Career Training & Education
Center (CTEC)

P.O. Box F, 256 Wilbur Ave.,
Yuba City, CA 95992

Phone: (530) 822-5120 Fax: (530) 822-5139

REGIONALLY ACCREDITED COLLEGES & UNIVERSITIES

Chapman University-

Yuba City Academic Center
1469 Butte House Rd, Suite F
Yuba City, CA 95993-2754

Phone: (530) 674-2758 Fax: (530) 674-2953

E-mail: tc@nexus.chapman.edu

*California multiple subjects credentials with
CLAD emphasis (for K-6th grade multiple-subjects
teachers), General Education, Administration &
Supervision in Education, Pre-Elementary/Early
Child Teacher Education, Secondary Teacher
Education, Teaching English as a Second
Language*

ADULT EDUCATION

Career Training & Education Center (CTEC)

P.O. Box F, 256 Wilbur Ave., Yuba City, CA 95992

Phone: (530) 822-5120 Fax: (530) 822-5139 E-mail:
spatrick@ncen.org

ENGLISH AS A SECOND LANGUAGE (ESL)

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992

Phone: (530) 822-5120

GENERAL EDUCATION DEVELOPMENT (ABE/GED)

Career Training & Education Center (CTEC)

256 Wilbur Avenue, Yuba City, CA 95992

Phone: (530) 822-5120

VOCATIONAL TRAINING

Career Colleges of Cosmetology

651 N. Palora Ave., Yuba City, CA 95991

Phone: (530) 673-3265

Cosmetology Training

Career Training & Education Center (CTEC)

P.O. Box F, 256 Wilbur Ave.

Yuba City, CA 95992

Phone: (530) 822-5120 Fax: (530) 822-5139

E-mail: spatrick@ncen.org

Accounting Principles & Practices

Applied Finance

Basic Patient Care

Basic Patient Care/Home Care

Business Communications

Computer Application

Computer Repair

Employment Skills Training

Health Care Information Services

Home Care

Licensed Vocational Nurse

Medical Office Services

Office Education Lab

Office Education Lab

Small Business Development/ Entrepreneurship

Vocational Nurse Training

Word Processing

Data Computer Skills & Learning Center

1224 Bridge Street, Yuba City, CA 95991

Phone: (530) 674-5065

Custom computer software classes

Select Real Estate School

409 Century Park Dr., Suite 3

Yuba City, CA 95991

Phone: (530) 671-8195

Real Estate courses

SUTTER COUNTY

REGIONAL OCCUPATION PROGRAM (ROP)

*Anyone age 16 or older is eligible to enroll in ROP,
including adults*

Tri-County ROP is a program of the Colusa, Sutter &
Yuba County Offices of Education
General information: (530) 822-5180 (ext. 107)

Sutter County Superintendent of Schools
463 Second Street
Yuba City, CA 95991
(530) 822-5180

<u>Location</u>	<u>Courses</u>
Boyd Street Yuba City 822-5270	Office Education Lab/JTPA Office Education Lab Early Childhood Careers
Career Training & Education Center 822-5120	Accounting Principles & Practices Business Communications Office Education Lab Office Education Lab Word Processing Applied Finance Computer Repair Small Business Development/ Entrepreneurship Vocational Nurse Training Computer Application
C-TEC Satellite 144 Gibson Ave. Y.C. 822-3231 or 822-3233	Licensed Vocational Nurse Medical Office Services Basic Patient Care Basic Patient Care/Home Care Health Care Information Services Home Care Employment Skills Training
Career College of Cosmetology 673-3265	Cosmetology Manicuring

Live Oak High School 695-5415	Auto Technology Computer Repair Computer Assisted Accounting Farm Equip. & Metal Fabrication Furniture & Cabinet Construction Word Processing
National Guard Armory 822-5290	Law Enforcement
Sutter High School 822-5161	Computer Applications Farm Equip & Meta l Fabrication Food Technology Photography Word Processing
Yuba City Fire Dept. 822-5290	Fire Science/Emergency Services
Yuba City High School 822-5290	Architectural Design Auto Body Repair Auto Diagnosis & Tune-up Auto Technology Computer Applications Computer Assisted Accounting Construction Technology Farm Power Mechanics Floral Design Greenhouse Skills Photography Photography (Beginning) Photography (Commercial Art) Welding Word Processing
Yuba City Mall 634-7753	Applied Marketing

YUBA COUNTY

CAREER CENTERS

*Basic skills assessment, job search assistance,
training referral, pre-employment skills training,
computer literacy.*

Yuba County Office of Education Regional Career
Center

825 Ninth St., Suite C, Marysville, CA 95901

Phone: (530) 741-6213 Fax: (530) 741-6487

REGIONALLY ACCREDITED COLLEGES & UNIVERSITIES

Embry-Riddle Aeronautical University
1075 Arnold Ave, Beale AFB, CA 95903-5000
Phone (530) 788-0900

*Academic degree programs offering associate,
bachelor's & master's degrees in Professional
Aeronautics, Management of Technical
Operations, & Masters of Aeronautical Science*

Yuba College-Main Campus

2088 North Beale Rd, Marysville, CA 95901

Phone (530) 741-6700 Fax: (530) 634-7709

*AA/AS degrees, vocational certificates,
university transferable units, GED/basic skills
classes*

Yuba College-Beale A.F.B. Center

Base Education Building, 6399 C Street

Beale AFB, CA 95903

Phone (530) 788-0973 Fax: (530) 788-0370

E-mail: downings@RW7.beale.af.mil

*AA/AS degrees, vocational certificates,
university transferable units, GED/basic skills
classes*

ADULT EDUCATION

Marysville Adult School

1919 B Street, Marysville, CA 95901

Phone: (530) 749-6150 Fax: (530) 741-6147

High school diploma, computer education

*certificate program, classes also available at
other locations in community.*

Yuba County Regional Career Center

825 Ninth St., Suite C, Marysville, CA 95901

Phone: (530) 741-6213 Fax: (530) 741-6487

*Computer literacy certificate program & basic skills
assessment.*

ENGLISH AS A SECOND LANGUAGE (ESL)

Calif. Human Development Corp. (CHDC)

Center for Employment Training (CET)

1468-G Sky Harbor Dr, Marysville, CA 95901

Phone: (530) 741-2924 Fax: (530) 741-8435

Marysville Adult Education

1919 B Street, Marysville, CA 95901

Phone: (530) 749-6154

Yuba County Regional Career Center

825 Ninth St., Suite C, Marysville, CA 95901

Phone: (530) 741-6213 Fax: (530) 741-6487

GENERAL EDUCATION DEVELOPMENT (ABE/GED)

Marysville Adult Education

1919 B Street, Marysville, CA 95901

Phone: (530) 749-6154

Yuba County Regional Career Center

825 Ninth St., Suite C, Marysville, CA 95901

Phone: (530) 741-6213 Fax: (530) 741-6487

YUBA COUNTY

VOCATIONAL TRAINING

Beale Aero Club
9SVS/SVBA, 6000 C Street, Rm 111
Beale AFB, CA 95903
Phone: (530) 634-9011
Flight Training

Calif. Human Development Corp.(CHDC)
Center for Employment Training (CET)
1468-G Sky Harbor Dr, Marysville, CA 95901
Phone: (530) 741-2924 Fax: (530) 741-8435
Certificate programs:
Electronics Assembler
Farm Equipment Maintenance
Truck Driver, long haul and short haul

Marysville Adult School
1919 B Street, Marysville, CA 95901
Phone: (530) 749-6150 Fax: (530) 741-6147
Computer education certificate; 8-week program.

Sierra West Academy
1445 Butte House Road, Suite G
Yuba City, CA 95993
Phone: (530) 751-1110 Fax: (530) 751-1118
Certificate programs:
Customer Service Representative/Retail Clerk
Electronic Office Equipment Repair Technology
Telecommunications Assembly & Repair Technology
Test Repair Operator
Full Charge Bookkeeping
Medical Front Office/Billing Clerk
Information Management Technology

REGIONAL OCCUPATION PROGRAMS (ROP)

Anyone age 16 or older is eligible to enroll in ROP, including adults

A program of the Colusa, Sutter & Yuba County
Offices of Education
General Information (530) 822-5180 (ext. 107)

Yuba County Superintendent of Schools
938 14th Street, Marysville, CA 95901
(530) 741-6231

<u>Location</u>	<u>Courses</u>
324 8 th St. Marysville 743-6818	Applied Marketing Cashier/Checker Training Food Technology (743-3107)
East Nicolaus High School 656-2255	Food Technology Furniture & Cabinet Construction Word Processing
Juvenile Hall	Commercial & Residential Property Management
Lindhurst High School 741-6150	Accounting Principles & Practices Farm Management Office Education Lab
Marysville High School	Architectural Design Auto Technology Construction Technology Data Processing Dental Assisting Early Childhood Careers Furniture & Cabinet Construction Graphic Communications Hospital/Community Health Services
Wheatland High School 633-3100	Auto Technology Computer Application Construction Technology Farm Equip. & Metal Fabrication Word Processing

OCCUPATIONAL TRAINING

Accountants & Auditors

- Butte College: Business-Accounting *Certificate of Achievement*
- Mendocino College: Business-Accounting *Certificate of Achievement*
- Yuba College: Business-Accounting *Certificate of Achievement*
- Tri-County ROP: *Accounting Principles & Practices, Applied Finance, Career Training & Education Center (CTEC), Computer Assisted Accounting*, Colusa, Live Oak, Maxwell, Sutter & Yuba City H.S.s.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- Heald Business College, 2425 Mendocino Ave., Santa Rosa, CA 95404. (707) 525-1300.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000.

Administrative Assistants

- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.

Animal Health Technicians

- Yuba College: Veterinary Assistant *Certificate of Completion* (Does not qualify for AHT registration); Animal Health Technician A.S. *degree* (Graduates apply for AHT exam).
- Glenn County ROP: Orland H.S.-*Animal Science*.
- Lake County ROP: Kelseyville H.S.-*Animal Practice*.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Assemblers--Electrical & Electronic Equipment-Precision

- California Human Development Corporation (CHDC), Center for Employment Training (CET): Electronic Assembler *Certificate of Achievement*.
- Mendocino College: Electronics and Electric Technology: *Certificate of Achievement, A.S. degree/Transfer Option*
- Yuba College: Electronics Technology: Industrial Electronics *Technician Certificate of Completion*.

Automotive Body & Related Repairers

- Yuba College, Marysville: Auto Body/Paint & Body Repair, and Painting/Refinishing, *Certificate of Completion*.
- Tri-County ROP (Colusa, Sutter, Yuba): *Auto Body Repair course*, Yuba City H.S..
- **I-CAR Certification:** - Inter-Industry Conference on Auto Collision Repair, Northwest Region. Contact: Bob Mickey, 904 Loveland Avenue, Mukilteo, WA 98275 Phone: (425) 348-4227 Toll-free: (800-422-7456) Fax: (425) 355-3764
E-mail: northwest@i-car.com
Internet: www.i-car.com
- **ASE Certification:** - National Institute for Automotive Service Excellence, 13505 Dulles Technology Drive, Suite 2, Herndon, Virginia 20171-3421 Phone: (703) 713-3800 Fax: (703) 713-0727 E-mail: webmaster@asecert.org
Internet: www.asecert.org

Automotive Mechanics

- Butte College: Automotive Technology-General Automotive, *Certificate of Achievement, A.S. degree, Transfer Program*.
- Mendocino College: Automotive Technology, *Certificate of Achievement, A.S. degree*
- Yuba College: Automotive Technology, A.S. *degree and Transfer Program*

OCCUPATIONAL TRAINING

- Glenn, Lake, & Tri-County ROPs: Courses in automotive mechanics.
- Sequoia Institute, 420 Whitney Place, Fremont, CA 94539. (510) 490-6900.

Bakers, Bread & Pastry

- Butte College: Food Service Management: *Quantity Food Preparation classes I & II*
- Yuba College: Food Services Management: *Basic Food Prep and Baking classes*
- Tri-County ROP: *Food Technology*, Colusa H.S., East Nicolaus H.S., Eighth Street/ Marysville, Marysville H.S., & Sutter H.S.
- Lederwolff Culinary Academy, 3300 Stockton Blvd., Sacramento, CA 95820. (916) 456-7002.
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.
- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Sacramento ROP: Food Service-Restaurant & Commercial Food Preparation, *certificate*.

Billing, Cost & Rate Clerks

(Also see Medical Insurance Billing Clerks)

- Butte College: Business-Office Information Systems, *Certificate of Achievement*, A.S. degree.
- Mendocino College: Business Office Technology, General- *Certificate of Achievement*; Business-Accounting- *A.S. degree*.
- Yuba College: Business-Clerical, *Certificate of Training*, Computer Applications, *Certificate of Training*, Accounting, *A.S. degree*.
- Glenn, Lake & Tri-County ROPs: Accounting principles & computer assisted accounting.

Bookkeeping, Accounting & Auditing Clerks

- Butte, Mendocino, & Yuba College: Business Math, Billing, Automated accounting processes, *certificate programs*.
- Glenn, Lake & Tri-County ROPs: Office/Business Skills, Accounting Principles & Computer Assisted Accounting, *certificate programs*.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670 (916) 638-1616 Fax (916) 853-8282 Internet address: <http://www.heald.edu>
- Humphreys College, 11344 Coloma Rd., Suite 605, Rancho Cordova, CA 95670 (916) 635-3996 Fax (916) 635-7105
- MTI College of Business & Technology, 5221 Madison Ave., Sacramento, CA 95841 (916) 339-1500 Fax: (916) 339-0305 Internet: <http://www.mticollege.com>
- Business & Technology Training Institute, 8401 Gerber Rd., Sacramento, CA 95828, (916) 686-7783 Fax: (916) 689-4372 Internet: <http://www.egusd.k12.ca.us/btti>

Bus Drivers, School

- Colusa County Office of Education, 146 7th Street, Colusa, CA 95932 (530) 458-0350.
- Glenn County Office of Education, 525 W. Sycamore Street, Willows, CA 95988 (530) 934-6575.
- Lake County Office of Education, 1152 So. Main Street, Lakeport, CA 95453 (707) 263-7069.
- Sutter County Superintendent of Schools, 463 Second Street, Yuba City, CA 95991 (530) 741-5180.
- Yuba County Superintendent of Schools, 938 14th Street, Marysville, CA 95901 (530) 741-6231.

OCCUPATIONAL TRAINING

Bus/Truck Mechanic & Diesel Engine Specialists

- Santa Rosa Junior College, 1501 Mendocino Ave., Santa Rosa, CA 95401 Phone: (707) 527-4011 Fax: (707) 527-4816 Internet: <http://www.santarosa.edu> Diesel/Equipment Technology, *certificate program*
- American River College, 4700 College Oak Dr., Sacramento, CA 95841 Phone: (916) 484-8011 Fax: (916) 484-8674 Internet: <http://www.arc.losrios.cc.ca.us>
- **Apprenticeships:** Sacramento Automotive JAC, 967 Venture Ct., Sacramento, CA 95825 Phone: (916) 929-1040 Fax: (916) 929-3794

Butchers & Meat Cutters

- Sacramento County Regional ROP, 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: <http://www.sac-co.k12.ca.us>
- **Apprenticeships:** United Food & Commercial Workers, 2200 Professional Drive, Suite 100, Roseville, CA 95661-9826 (916) 786-0588, ext. 263

Cabinetmakers & Bench Carpenters

- Glenn Adult Program (GAP): evening course in *Cabinet Making*, Willows H.S.
- Glenn County ROP: *Furniture & Cabinet Construction*, Hamilton H.S. *Advanced Woodworking*, Orland H.S. *Wood Technology/Manufacturing*, Willows H.S.
- Lake County ROP: *Industrial & Technology Education: Mill Cabinet*, Kelseyville H.S.
- Tri-County ROP (Colusa, Sutter, Yuba): *Furniture/Cabinet Construction*, Live Oak., Marysville. & East Nicolaus H.S.

Carpenters

- Butte Community College: *certificate and degree programs* in Construction Technology.
- Lake County ROP: *Construction*, Lower Lake H.S. & Upper Lake H.S.
- Tri-County ROP (Colusa, Sutter, and Yuba): *Construction Technology*, Marysville, Wheatland & Yuba City H.S.

- **Apprenticeship Information:** Carpenters 46 Northern California Counties JATC, 4421 Pell Drive, Sacramento, CA 95838, Phone: (916) 925-7797 Fax (916) 925-1114

Cashiers

- Yuba College: Academic development course – *Cashier/Checker Training*
- Glenn County ROP: Orland H.S. - *Retail Training*
- Tri-County ROP (Colusa, Sutter, Yuba), 324 8th St., Marysville - *Cashier/Checker Training*.

Child Care Workers

- Butte College: Child Care Worker training; Certificate and A.S. degree programs in Early Childhood Education.
- Mendocino College: Certificate and A.S. degree programs in Child Development/Family Relations.
- Yuba College: Child Care Health Safety Course; Family Day Care Provider training; certificate and A.S. degree programs in Early Childhood Education.
- Glenn Adult Program (GAP): Orland H.S., *Family Day Care*
- Glenn County ROP: Hamilton H.S. & Willows H.S., *Child Development Aide Training*
- Lake County ROP: Lower Lake H.S., *Careers with Children*
- Tri-County ROP (Colusa, Sutter, Yuba): Marysville H.S. & Boyd St., Yuba City; *Early Childhood Careers*

OCCUPATIONAL TRAINING

(Combined) Food Preparation/Service Workers

- Butte College: Food Service Management Certificate of Achievement, A.S. degree
- Yuba College: Food Service Management Certificate of Training, A.S. degree.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Eighth St./Marysville, Marysville H.S., & Sutter H.S.-Food Technology.

Computer Operators

- Butte, Mendocino, & Yuba College(s): Certificates in computer applications for business, office information systems, &/or computer science. AS in computer applications for business, office information systems, &/or computer science.
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.-Computer Applications.
- Tri-County ROP: Boyd Street/ Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.
- U.C. Davis Extension Program
- Local computer hardware & software retailers (see Pacific Bell Yellow Pages): Tutorials and short-term classes on computer system set-up, maintenance, & operation.

Computer Support Specialists

- Lake, Glenn & Tri-County ROP
- Butte, Mendocino & Yuba Colleges

Construction & Building Inspectors

- Butte College: Technology-Building Inspection, *Certificate of achievement, A.S. degree, refresher courses*
- Wilrick Institute of Technology, Inc. (WIT), 3437 Myrtle Avenue, Suite 390, North Highlands, CA 95660, Phone: (916) 332-6132 Fax: (916) 332-9539 Internet: <http://www.wilrick.com>

Cooks, Institutional

- Butte College: Food Service Management certificate of achievement, Dietary Service Supervisor career program, School Food Service Manager career program, A.S. degree.
- Yuba College: Food Services Management certificate of training, A.S. degree.
- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.
- Tri-County ROP

Cooks, Restaurant

- Butte College: *Certificate and degree programs* in Food Service Management.
- Yuba College: Marysville campus - *Certificate and degree programs* in Food Services Management.
- Napa Valley College: *Certificate programs & short-term classes* in Culinary Arts.
- Glenn Adult Program (GAP): Willows H.S. – *Hospitality Occupations.*
- Glenn County ROP: Central ROP & Orland H.S., *Hospitality Occupations.*
- Tri County ROP (Colusa, Sutter, Yuba): 324 8th St., Marysville, Colusa H.S., East Nicolaus H.S., & Sutter H.S. - *Food Technology.*
- Culinary Institute of America at The Greystone, 2555 Main Street, St. Helena, CA 94574. (707) 967-1100.
- Great Chefs at the Robert Mondavi Winery, 841 Latour Court, Napa, CA 94558. (707) 994-2866.

OCCUPATIONAL TRAINING

Court Reporters/Shorthand Reporters

- Butte College: Business-Court Reporting program (3-4 yrs); prepares students for the Certified Shorthand Reporter's (CSR) Licensing Examination and work as a court or free-lance reporter. Court Reporting Certificate of Achievement, Skill Equivalency course series, A.S. degree in Court Reporting. Scope Operations/Note Reading Certificate of Achievement, Scope Operations/Note Reading-A.S. degree.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement.
- Yuba College: Business-Legal Office Skills Certificate of Completion, A.S. degree.
- Glenn County ROP: Orland H.S. - Office Procedures; Hamilton H.S. - Office Training, Computer Assisted Application & Advanced Computer Application; Princeton H.S.-Office Education in Data & Text Processing; & Willows H.S. - Office Training & Computer Applications I & II.
- Lake County ROP: Clear Lake H.S. - Office/Business Skills & Word Processing; Lower Lake H.S. - Computer Applications; Kelseyville H.S. - Computer Operator ; Middletown H.S. - Office Procedures.
- Tri-County ROP: Boyd St., Yuba City-Office Education Lab; CTEC-Business Communications, Office Education Lab; Colusa Co. CTC-Office Education Lab; Colusa H.S., Wheatland H.S., Yuba City H.S & Live Oak H.S.-Computer Applications; East Nicolaus H.S.-Word Processing ; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S.-Computer Applications & Word Processing.
- Heald Business College, 2910 Prospect Park Drive, Rancho Cordova, CA 95670. (916) 638-1616.
- Humphreys College, 11344 Coloma Road, Suite 605, Gold River, CA 95670. (916) 635-3996.

Data Processing Equipment Repairers

- Butte College: Business: CSCI-Business Information Systems ; Certificate of Achievement, Microcomputer Applications Certificate of Achievement, A.S. degree/Transfer Program.
- Mendocino College: Electronics and Electric Technology; Occupational Option, Transfer Option, A.S. degree. Computer and Information Sciences; A.S. degree. Computer and Information Applications ; A.S. degree.
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558. (707) 967-2930.
- Yuba College: Electronics Technology: Industrial Electronics Technician Certificate of Achievement, Electronics Technology A.S. degree/Transfer Program.
- Tri-County ROP: Career Training & Education Center (CTEC)-Computer Repair.
- Advanced Career Technologies Institute, 3054 Sunrise Blvd., Suite H, Rancho Cordova, CA 95742 (916) 635-3435:
- Heald Institute of Technology, 3737 Marconi Avenue, Sacramento, CA 95821. (916) 972-0999
- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827. (916) 366-3900.
- National Education Center--Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.
- Sierra Hi-Tech, 7144 Fair Oaks Blvd., Carmichael, CA 95608. (916) 488-8208.

OCCUPATIONAL TRAINING

Dental Assistants

- Tri-County ROP: Marysville H.S.
- Santa Rosa JC
- Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822 Phone: (916) 558-2568 Fax: (916) 441-4142 Internet: <http://www.scc.losrios.cc.ca.us>
- HiTech Institute Medical Centers, 1111 Howe Ave., Suite 250, Sacramento, CA 95825 Phone: (916) 929-9700 Fax: (916) 929-9703
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826 Phone: (916) 361-1660 Fax: (916) 361-6666

Dental Hygienists

- Santa Rosa J.C.
- Sacramento City College, Dental Health Dept., 3835 Freeport Blvd., Sacramento, CA 95822. (916) 558-2356.
- To request a list of other California-accredited Dental Hygiene schools, contact: State of California, Department of Consumer Affairs, Committee on Dental Auxiliaries, 1428 Howe Ave., Suite 58, Sacramento, CA 95825. (916) 263-2595.

Desktop Publishing-Graphic Designers

- Butte College: Fine Arts-Graphic Design for Print-Career Program, A.A. degree/Transfer Program,.
- Mendocino College: Computer Applications: Graphics/Presentation-Certificate of Achievement.
- Yuba College: Business: Computer Applications-Certificate of Training.
- Glenn County ROP: Hamilton Union H.S.-Desktop Publishing on Apple, Computer Assisted Application & Advanced Computer Applications; Willows H.S.-Desktop Publishing on PC & Mac, & Computer Applications I & II; Orland H.S.-Graphic Arts Princeton H.S.-Office Education in Data & Text Processing.
- Lake County ROP: Clear Lake H.S.-Word Processing & Graphic Communications; Lower Lake H.S.-Computer Applications & Desktop Publishing; Kelseyville H.S.-Computer Operator; Middletown H.S.-Desktop Publishing.
- Tri-County: CTEC-Word Processing; Colusa Co. CTC-Office Education Lab; Colusa H.S.-

Computer Applications & Graphic Communications; Live Oak H.S.-Computer Applications; Lindhurst H.S.-Office Education Lab; Marysville H.S.-Data Processing; Pierce H.S.-Office Education Lab; Sutter H.S. & Wheatland H.S.-Computer Applications & Word Processing; Yuba City H.S.-Computer Applications & Word Processing.

- Pacific Technical Institute, 3111 Fite Circle #102, Sacramento, CA 95827 (916) 363-2500.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.

Diesel Mechanics (see Bus/Truck Mechanic & Diesel Engine Specialists)

Drafters

- Butte College: Technology: Drafting & CAD, *Certificate of achievement, A.S. degree, Transfer program*
- Yuba College: Architectural Drafting: *Certificate of completion, Certificate of training.* Drafting Technology: CSU *Transfer program*
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015, Internet site: <http://www.nvc.cc.ca.us/> *Degree & certificate programs*
- Sierra West Academy, Yuba City: *AutoCAD & Drafting Technology*
- Pacific Union College, 460 Howell Mountain Rd., Angwin, CA 94508 Phone (707) 965-6311 Fax (707) 965-6432, *A.S. & B.S. degree programs*
- Pacific Technical Institute, Inc., 3760 Morrow Lane, Suite E, Chico, CA 95928 Phone (530) 892-1350 Fax (530) 892-1352, *CAD Tech. Certificate*
- Lake County ROP: *Architectural Drafting*, Upper Lake H.S.
- Tri-County ROP (Colusa, Sutter, Yuba): *Architectural Design*, Marysville H.S., Pierce H.S., Yuba City H.S.
- Napa County ROP: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Drafting certificate program*

OCCUPATIONAL TRAINING

- ITT Technical Institute, 9700 Goethe Rd., Sacramento, CA 95827 Phone: (916) 366-3900 Fax: (916) 366-9225
- Precision Technical Institute 5330 Power Inn Rd., Suite D, Sacramento, CA 95820 Phone: (916) 928-8466 Fax: (916) 386-8466 Internet: <http://www.users.aol.com/ptiCAD>
- Sierra Hi-Tech, 7144 Fair Oaks Blvd., Carmichael, CA 95608 Phone: (916) 488-8208 Fax: (916) 488-9058

Electricians

- 5-year apprenticeship programs with certificates of completion: Sacramento Area Electrical JATC, 2840 El Centro Road, Suite 112, Sacramento, CA 95833 (916) 646-0454.
- Western Electrical Contractor's Association, 7500 14th Avenue, Suite 25, Sacramento, CA 95820 (916) 453-0114.
- Paxton Trade Schools, 8350 Auburn Blvd., Suite 125, Citrus Heights, CA 95610. (916) 729-2636.

Electronic Home Entertainment Equipment Repairers

- Mendocino College: Electronics & Electric Technology Certificate of Achievement, A.S. degree, Transfer Major A.S. degree.
- Yuba College: Electronics Fundamentals Certificate of Training, Advanced Electronics Technician Certificate of Completion, Electronics Technology A.S. degree.
- Sierra Hi-Tech, 7144 Fair Oaks, Blvd., Carmichael, CA 95608. (916) 488-8208.

Emergency Medical Technicians

- For a complete list of approved EMT training in Northern California, contact State EMS Authority (916) 322-4336.
- Butte College: *One-semester certificate program* in Health-EMT-1, Ambulance.
- Mendocino College: *Certificate program* in Health Sciences-Emergency Medical Technician-II.
- Yuba College: *Certificate of training program and refresher course* in EMT-1.
- Lake County ROP: Kelseyville H.S., *Health Careers Education: EMT-I.*

Certifying Agencies

Colusa N. California EMS Agency
& Glenn P.O. Box 491989
Counties: Redding, CA 96049-1989
Phone: (530) 221-7900

Lake North Coast EMS Agency
County: 86 E Street
Eureka, CA 95501
Phone: (707) 445-2081

Sutter Sierra-Sac. Valley EMS Agency
& Yuba 3853 Taylor Road, Suite G
Counties: Loomis, CA 95650
Phone: (916) 652-3690

EMT/Paramedics (see Paramedics)

Excavating/Loading Machine Operators

- Butte College: Agriculture: Heavy Equipment Operator Technician, one-year Certificate of Achievement Program.
- Tri-County ROP: Williams H.S.-Agricultural Equipment Operation and Maintenance.
- 5-year apprenticeship programs with certificates of completion: Operating Engineers JAC, 7388 Murietta Drive, Rancho Murietta, CA 95683, (916) 354-2029.

OCCUPATIONAL TRAINING

Farm Equipment Mechanics

- Butte College: Agriculture: Mechanized Ag Option-Ag Engineering Tech Certificate of Achievement, A.S. degree and Transfer Program.
- Yuba College: Certificate in Agricultural Mechanics, A.S. degree.
- Glenn County ROP: Elk Creek H.S., Hamilton H.S., Princeton H.S. & Willows H.S.- Ag Mechanics I & II.
- Tri-County ROP: Live Oak H.S.-Farm Equipment & Metal Fabrication; Yuba City H.S.-Farm Power Mechanics
- California Human Development Corp. (CHDC) Center for Employment Training (CET): Farm Equipment Maintenance Certificate, 720 hour classroom training program in farm equipment maintenance & metal fabrication/welding.

Farm Equipment Operators

- Butte College: *Agriculture Career Programs: Mechanized Agriculture Option-Certificate of Achievement, A.S. degree, In-service courses*
- Glenn County ROP: *Careers in Ag Production*, Hamilton H.S., *Ag Mechanics*, Elk Creek H.S., Princeton H.S., & Willows H.S.
- Tri-County ROP (Colusa, Sutter, Yuba): *Ag Equipment Operation & Maintenance*, Williams H.S., *Farm Power Mechanics*, Yuba City H.S., *Farm Equipment & Metal Fabrication*, Live Oak H.S. & Sutter H.S.

Fire Fighters

- Butte College: Public Service-Fire Science, *15-week Fire Science Academy, certificate of achievement, A.S. degree*
- Mendocino College: *Specialized Occupational & Additional Pre-Professional Training, Hazardous Materials-First Responder Awareness-California Specialized Training Institute (CSTI) certificate*

Food Preparation Workers

- Butte College: Food Service Management-Certificate of Achievement options: Dietary Service Supervisor, and School Food Service Management, A.S. degree with Food Service Management major. Transfer Programs for

- Yuba College: Fire Technology, *certificate of completion, A.S. degree. First Responder, certificate of training. Hazardous Materials, certificate of training*
- Glenn County Adult Program (GAP): *Firefighter Training*
- Glenn County ROP: *Firefighting Occupations*, Central ROP.
- Tri-County ROP (Colusa, Sutter, Yuba): *Fire Science/Emergency Services*, Yuba City Fire Dept.

First Line Supervisors & Managers, Clerical & Administrative Support

- Butte College: Business-Management & Marketing, *certificate of achievement in Management; Option A-Management*
- Yuba College: Business-Supervisory Development, *certificate of completion. Management Development & Management Strategy, certificates of completion, A.S. degrees. Personnel Management, certificate of completion, A.S. degree. Administrative Assistant, A.S. degree. Administrative Secretary, certificate of training, certificate of completion*

First Line Supervisors-Sales & Related

- Butte College: Business-Management Certificate of Achievement, Retail Management Certificate of Achievement, A.S. degree-Management, or Retail Management.
- Mendocino College: Business Administration, *A.S. degree.*
- Yuba College: Business- *Certificates of Completion* in Management Strategy, Supervisory Development, Management Development, Business Computer Applications, Personnel Management. General Business Management, A.S. degree.

continuation at a four-year university: 1) Food Administration and 2) General Dietetics.

- Yuba College: Food Services Management-Certificate of Training, A.S. degree.
- Glenn County ROP: Orland H.S.-Hospitality Occupations.

OCCUPATIONAL TRAINING

- Tri-County ROP: Colusa H.S., East Nicolaus H.S., Marysville H.S., Sutter H.S., & Eighth Street, Marysville - courses in Food Technology.

Food Service Managers

- Butte College: *Certificate programs*- Dietary Service Supervisor and School Food Service Manager.
- Yuba College: *A.S. degree and certificate programs* in Food Services Management.
- Glenn Adult Program (GAP): Willows H.S.- *Hospitality Occupations*.
- Glenn County ROP: Orland H.S. – *Hospitality Occupations*.
- Tri-County ROP (Colusa, Sutter, Yuba), Colusa H.S., East Nicolaus H.S., Sutter H.S. & 324 8th St., Marysville- *Food Technology*.
- **Certification:**
For details about the *Food Service Management Professional certificate*, contact: National Restaurant Association, Educational Foundation, 150 N Michigan Ave Chicago, IL 60601-7524
Phone: (312) 853-2525

Gardeners & Groundskeepers - Except Farm

- Butte College: Landscape/Turfgrass Technician Certificate of Achievement, A.S. degree.
- Mendocino College: Landscape Practices Certificate of Achievement, A.S. degree.
- Yuba College: Landscape Installation Certificate of Training, Landscape Maintenance Certificate of Training, Park Maintenance Certificate of Training, A.S. degree.
- Glenn County ROP: Orland H.S.-Plant Science & Hospitality Occupations; Princeton H.S.- Ornamental Horticulture; Willows H.S.-Nursery Skills
- Tri-County ROP: Marysville H.S.- Environmental Landscaping/ Ornamental Horticulture Certificate of Proficiency

General Managers/Top Executives

- CSU Chico (530) 898-4636
- CSU Sacramento (916) 278-6011
- CSU Sonoma (707) 664-2346
- UC Davis (916) 752-0655
- Butte, Mendocino and Yuba Colleges: *articulated coursework and A.A. degrees* in Business Administration, General Education & Liberal Arts. *Transfer programs*.

General Office Clerks

- Butte, Mendocino, & Yuba College: *Certificates* in Office Information Systems, Secretarial Science, & Office Administration, with special options; *A.S. degree*
- Glenn County ROP: Hamilton H.S., Princeton H.S. & Willows H.S.-Computer Applications.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S., Middletown H.S.- Office/Business Skills & Computer Applications.
- Tri-County ROP: Boyd Street/ Yuba City, Career Training & Education Center (CTEC), Colusa County Career Training Center, Colusa H.S., Live Oak H.S., Lindhurst H.S., Marysville, H.S., Pierce H.S., Sutter H.S., Wheatland H.S. & Yuba City H.S.-Office Education Lab, Word Processing & Computer Applications.

OCCUPATIONAL TRAINING

- Barclay College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries.
- Heald Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670 Phone: (916) 635-3996
- MTI Western Business College: Certificates & diplomas for Computerized Office Assistant & industry-specific Secretaries.

Guards & Watch Guards

- Butte College: Public Service-Law Enforcement - *Certificate of Achievement, A.S. degree, & Basic Law Enforcement Academy*
- Mendocino College: Administration of Justice – *Certificate of Achievement, A.S. degree & University Transfer Program*
- Yuba College: Administration of Justice – *Law Enforcement, certificate training courses & A.S. degree*
- Tri-County ROP (Colusa, Sutter, Yuba): *Law Enforcement, National Guard Armory, Yuba City*
- Sacramento County ROP: 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: <http://www.sac-co.k12.ca.us/people/program/vocedu.htm>
- Advanced Security Institute, P.O. Box 245498, Sacramento, CA Phone: (916) 375-8500 Fax: (916) 375-3177
- California Security Training Academy, Inc., 5659½ Stockton Blvd., Sacramento, CA 95824 Phone: (916) 452-4273 Fax: (916) 428-3940

Hairdressers, Hairstylists, Cosmetologists

- Butte College: Cosmetology Career Program- *State license preparation & certificate of achievement.*
- Yuba College: Cosmetology- *A.S. degree.*
- Napa Valley College, 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015, Internet site: <http://www.nvc.cc.ca.us/> *Degree & certificate programs.*
- Career College of Cosmetology, 651 N. Palora Ave., Yuba City, CA 95991 Phone: (530) 673-3265 *Cosmetology certificate-State license preparation.*
- Chico Beauty College, P.O. Box 864, Chico, CA 95927-0864 Phone: (530) 343-4201 Fax (530) 891-0111, *Cosmetology certificate*
- Vintage Academy of Hair Design, 2110 Main Street, Napa, CA 94558 Phone: (707) 226-1845 *Cosmetology certificate*
- Ukiah Beauty College, 1040 N. State, Ukiah, CA 95482 Phone: (707) 462-8831
- Tri-County ROP (Colusa, Sutter, Yuba): *Cosmetology & Manicuring, Career College of Cosmetology, Yuba City.*
- Napa County ROP: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Cosmetology program*

Hand Packers & Packagers

- Tri-County ROP (Colusa, Sutter, Yuba): Colusa Alternative/Colusa H.S. & Williams H.S., *Certificate program for at-risk students - Distributive Occupations Training: Bagger and Hand Packer.*

OCCUPATIONAL TRAINING

Heating, Air Conditioning & Refrigeration Mechanics & Installers

- Center for Employment Training, 6853 65th St., Sacramento, CA 95828 Phone: (916) 393-7401 Fax: (916) 393-7347, *Certificate program*.
- Napa Valley Adult School, 2447 Old Sonoma Rd., Napa, CA 94558 Phone: (707) 253-3594 Fax: (707) 253-3828, *Certificate program*
- Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822 Phone: (916) 558-2568 Fax: (916) 441-4142, *Certificate program*
Internet address: <http://www.scc.losrios.cc.ca.us>
- Sacramento County ROP, 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: http://www.sac-co.k12.ca.us/people/program/ROP/rop_hmpg.htm
- Skills & Business Education Center, 2751 Stockton Blvd., Sacramento, CA 95817 Phone: (916) 277-6632, Fax: (916) 277-6374, *Certificate program*
- **Apprenticeships**
Sacramento Valley Sheet Metal, 1624 Silica Ave., Sacramento, CA 95815 Phone: (916) 922-9831 Fax: (916) 922-3574

Helpers, Carpenters & Related

- Tri-County ROP: Wheatland H.S.-Agriculture, Construction & Maintenance.

Home Health Care Workers

- Glenn County ROP: *Certified Nursing Assistant, Health Occupations*.
- Lake County ROP: Lake County Office of Education-Vocational Nursing & CNA Training ; Kelseyville H.S.-EMT-I.
- Tri-County ROP: Career Training & Education Center (CTEC)-Basic Patient Care, Home Care, Hospital/Community Health; Colusa County Career Training Center (CTC)-Hospital/Community Health Services; Marysville H.S.-Supportive Medical Services/Health.
- Mendocino County ROP: Mendocino County Office of Education- CNA Certification Program. (707) 463-4900.
- Yuba College: Nursing: Home Health Aide-Nursing Assistant (CNA)-Certificate of Training,

graduates of this program are eligible for admission to 2) Home Health Aide Course

- American Red Cross, Sacramento County Chapter, 8928 Volunteer Lane, Sacramento, CA. (916) 368-3156.

Hotel Desk Clerks

- Butte College: *coursework & certificate and degree programs in Tourism and Travel*.
- Glenn Adult Program (GAP): Willows H.S.-*Hospitality Occupations*
- Glenn County ROP: Central ROP & Orland H.S.-*Hospitality Occupations*

Human Service Workers

- Butte College: Social and Behavioral Science: A.A. degree, Transfer Major Program available.
- Mendocino College: Ethnic Studies: A.S. degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education, Psychology: A.A. degree, Transfer Programs available.
- Yuba College: Human Services-A.S. degree, Transfer Program available. Family and Consumer Studies-Certificate of Training, A.S. degree.
- Also see university catalogs

Industrial Truck & Tractor Operators

- Butte College: *1-year certificate program-Heavy Equipment Operation Technician*.
- Tri-County ROP (Colusa, Sutter, Yuba): *Agriculture Equipment Operation & Maintenance- Williams H.S., Distributive Occupations Training/ Materials Handler-Colusa Alternative H.S., Colusa County Schools Career Training Center, Williams H.S.*

OCCUPATIONAL TRAINING

Inspectors, Testers, and Graders-Precision

- Butte College: Automotive Technology-Specialized Automotive Certificate in Engine Performance & Emission Controls.
- Mendocino College: Automotive Technology-Emission Control Certification Preparation
- Yuba College: Automotive Technology (ASE-certified classes)-Certificate of Completion: Auto-Tune-up & Driveability, Certificate of Training: Engine Performance.
- Glenn County ROP: Orland H.S.-Automotive Mechanics/Chassis; Willows H.S.-Advanced Auto.
- Lake County ROP: Clear Lake H.S.-Auto Mechanics; Kelseyville H.S.-Auto Mechanics; Lower Lake H.S.-1)Automotive Repair, & 2)Automotive Certification; Upper Lake H.S.-Auto Mechanics.
- Tri-County ROP: Live Oak H.S.-Auto Technology; Lindhurst H.S.-Automotive Services; Marysville H.S.-Auto Technology; Wheatland H.S.-Auto Technology. Yuba City H.S.-1)Auto Body Repair, 2)Auto Diagnosis & Tune-Up & 3)Auto Technology.
- Automotive Diagnostics, 11315 Sunrise Gold Circle, Suite G, Rancho Cordova, CA 95742. (916) 635-0922.

Instructional Aides

- Butte College: *certificate and A.S. degree programs* in Early Childhood Education.
- Mendocino College: *degree program* in Ethnic Studies option: Family Relations/ Child Development of school-age child.
- Yuba College: *certificate and A.S. degree programs* in Early Childhood Education of school-age children.
- Glenn County ROP: Hamilton H.S. & Willows H.S., *Child Development Aide Training*
- Lake County ROP: Lower Lake H.S., *Careers with Children*
- Tri-County ROP: Marysville H.S. & Boyd St., Yuba City; *Early Childhood Careers*

Instructors & Coaches, Sports

- The PGA of America, Golf Professional Training Program, 100 Avenue of the Champions, Palm Beach Gardens, FL 33410 (800) 477-6465.
- American College of Sports Medicine (ACSM), P.O. Box 1440, Indianapolis, IN 46206-1440 (317) 637-9200 - Exercise Leader certification program.
- National Strength & Conditioning Association (NCSA), P.O. Box 81410, Lincoln, NE 68501 (402) 472-3000 - Strength Training of Power Athletes Certification program.
- International Dance & Exercise Association (IDEA)/American Council on Exercise (ACE), IDEA, 6190 Cornerstone Court East, Suite 204, San Diego, CA 92121-3773, (800) 999-4332/(619) 535-8979. Personal Trainer/Aerobics Instructor certification.
- National Federation of Professional Trainers (NFPT), P.O. Box 124, Lafayette, IN 47902, (800-729-NFPT. Bodybuilder Training Certification.
- Aerobic Pipeline International, Carmichael, CA (916) 944-1421, Fitness Instructor certification.

Janitors & Cleaners, Except Maids & Housekeepers

- Goodwill Industries of Sacramento Valley, Inc., 6648 Franklin Blvd., Sacramento, CA 95823. (916) 395-9000 Fax: (916) 395-2615.

OCCUPATIONAL TRAINING

Laborers, Landscaping & Groundskeeping

- Butte College: Agriculture-Landscape/Turfgrass Technician certificate
- Mendocino College: Agriculture-Landscape Practices certificate
- Yuba College: Agriculture, Environmental Horticulture & Technology- Landscape Design, Landscape Installation, Landscape Maintenance certificates & A.S. degree programs.
- Glenn County ROP: *Plant Science*, Orland H.S.; *Ornamental Horticulture*, Princeton H.S.
- Lake County ROP: *Horticulture*, Kelseyville H.S.
- Napa County ROP: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Landscape Construction program*
- Sacramento County ROP, 10170 Missile Way, Mather, CA 95655 Phone: (916) 228-2721 Fax: (916) 228-2725 Internet: http://www.sac-co.k12.ca.us/people/program/ROP/rop_hmpg.htm

Law Enforcement Occupations

- Tri-County ROP (Yuba City H.S.)
- Butte College, 3536 Butte Campus Drive, Oroville, CA 95965, (530) 895-2401, POST Academy
- Butte College-Glenn, certificate, associate
- Yuba College, certificate, associate
- Mendocino College, certificate, associate
- Napa Valley College, certificate option, associate option
- Santa Rosa Junior College, degree & certificate programs
- CSU-Chico, Bachelor option
- CSU-Sacramento, Bachelor, Master
- Sonoma State, Bachelor

Licensed Vocational Nurses (LVN)

- Butte College: Health Careers: Vocational Nursing-Certificate of Achievement, State board exam preparation, A.S. degree.
- Yuba College: Vocational Nursing Program state board exam preparation, A.S. degree.

Loan & Credit Clerks

- Butte College: Business-Accounting Certificate of Achievement, A.S. degree.
- Mendocino College: Business-Accounting Certificate of Achievement, A.S. degree.
- Yuba College: Business-Bank Operations Certificate of Training, Bank Management Certificate of Training, Banking and Finance A.S. degree.
- Glenn County ROP: Hamilton H.S. & Orland H.S. & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/Business Skills.
- Tri-County ROP: Career Training & Education Center (CTEC)- Accounting Principles & Practices, and Applied Finance.

Lodging Managers

- Butte College: Business-Management, Certificate of achievement, A.S. degree
- Yuba College: Business- Certificate of Training in Small Business Management ; Certificates of completion in General Management, Management Development, Management Strategy, Supervisory Development. General Business Management, A.S. degree.
- Glenn County ROP: Orland H.S.-Hospitality occupations.
- Agapé School of On-Site Management, 2901 Fulton Rd., Fulton, CA 95439 Phone: (707) 571-1280 Fax: (707) 571-1284
- California Career College, 1132 North Main St., Manteca, CA 95336. (916) 923-1700.
- California Motel Training, 4447 Granite Dr. #702, Rocklin, CA 95677. (916) 632-8250.
- Northwest Training Institute, 1126 Washington Blvd., Red Bluff, CA 96080. (530) 527-1524.

OCCUPATIONAL TRAINING

Machinists

- Butte College: Introduction to Machine Shop, Beginning Machine Shop, Machine Shop, Computer Aided Manufacturing.
- Yuba College: Manufacturing Technology: Industrial Machinist Certificate of Completion, Tool Programming-Numerical Control Certificate of Completion, Manufacturing Technology Certificate of Completion/A.S. degree.
- Tri-County ROP: Marysville H.S.-Machinist Training.

Maids & Housekeeping Cleaners

- Glenn County ROP: Orland H.S.-Hospitality Occupations.

Marketing, Advertising, and Public Relations Managers

- Butte College: Telecommunications-Media Sales & Management option, *certificate of achievement & transfer program*
- Yuba College: Business-Marketing, *A.S. degree, transfer program*
- Napa Valley College: 2277 Napa-Vallejo Highway, Napa, CA 94558 Phone: 707-253-3000 Fax: 707-253-3015, Internet site: <http://www.nvc.cc.ca.us/> Marketing, *certificate program*
- CSU-Chico, Internet site: <http://www-cob.csuchico.edu> Business Administration-Marketing, *B.S. degree*
- Pacific Union College, 460 Howell Mtn. Rd., Anguin, CA 94508 Phone: (707) 965-6311, Toll-free (800) 862-7080, Fax: (707) 965-6432: Business Administration-Marketing, *B.S. degree*

Medical Assistants

- Butte, Mendocino & Yuba Colleges: Medical Office Practices, *Certificates & A.S. degrees*
- Tri-County ROP: *Basic Patient Care, Health Care Information Services, Home Care, Hospital/Community Health, Medical Office Services*, Career Training & Education Center (CTEC), Yuba City, *Hospital/Community Health Services*; Colusa County Career Training Center (CTC), *Supportive Medical Services/Health*, Marysville H.S.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825 (916) 929-9700.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826 (916) 383-1909.
- Paramedical Services, 498 Silverleaf Dr., Oroville, CA 95966 Phone: (530) 589-5100 Fax (530) 530-589-0753.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Medical Records Technicians

- Mendocino College: Secretarial Science - Medical Certificate of Achievement.
- Yuba College: Medical Office Skills Certificate of Completion, A.S. degree.
- Tri-County ROP: Career Training & Education Center (CTEC)-Health Care Information Services.

Medical Transcribers

- Butte College: Office Information Systems: Medical Transcriptionist career programs- Certificate of Achievement, A.S. degree.
- Mendocino College: Business Office Technology: Medical-Certificate of Achievement.
- Yuba College: Business: Medical Office Skills- Certificate of Completion, A.S. degree.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.

OCCUPATIONAL TRAINING

- EBM Business Institute, 6024-C San Juan Ave., Citrus Heights, CA 95610. (916) 969-9514.
- Empire College-School of Business, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Humphrey's College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business -College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA 95610. (916) 969-4900 / (800) 441-4623.
- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, Ca 95825. (916) 927-1515.
- Pacific Technical Institute, Inc., 1325 Howe Avenue, Suite 103, Sacramento, CA 95825. (916) 964-8000
- Vocational Evaluation Services, Inc., 9848 Business Park Dr., Suite D, Sacramento, CA 95827. (916) 364-8488.

Medical/Clinical Lab Technologists

- See university catalogs for bachelor's degree programs.

Medical Insurance Billing Clerks

- New Directions Learning Center, 2143 Hurley Way, Suite 220, Sacramento, CA 95825. (916) 927-1515.
- Northern California Career College, Redding, CA (530) 241-8350.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660.

Nurse Aides

- Lake, Glenn & Tri-County ROPs
- Yuba College: Certificate
- Valley West Care Center, (Mail: P.O. Box 1059) 1224 E Street, Williams, CA 95987, Phone (530) 473-5321 Fax: (530) 473-5172

Nursery Workers

- Lake, Glenn & Tri-County ROP

- Butte, Mendocino & Yuba Colleges

Operating Engineers

- Butte College: *1-year certificate program, Heavy Equipment Operation Technician.*
- Tri-County ROP (Colusa, Sutter, Yuba): *Agriculture Equipment Operation & Maintenance- Williams H.S., Farm Power Mechanics-Yuba City H.S., Distributive Occupations Training/ Materials Handler-Colusa Alternative H.S., Colusa County Schools Career Training Center, & Williams H.S.*
- **Apprenticeship:** Operating Engineers JAC, 7388 Murietta Drive, Rancho Murietta, CA 95683. Phone: (916) 354-2029, Fax: (916) 354-1126. *Formal 3-year apprenticeship program* administered by union-management committees of the International Union of Operating Engineers and the Associated General Contractors of America.

Paralegal Personnel

- CSU Sonoma Extended Education: Attorney Assistant Certification Program.
- CSU Chico: Paralegal Certificate Program.
- Butte College: Public Service: Paralegal/Court Personnel/Pre-Law Certificate of Achievement, Administration of Justice-Court Personnel Pre-Law-A.S. degree.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement.
- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500. Legal Assistant Certificate Program.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000. Paralegal Studies Certificate Program.

OCCUPATIONAL TRAINING

Paramedics

- For a complete list of approved Paramedic training in Northern California, contact State EMS Authority (916) 322-4336.
- Butte College: *Certificate and degree programs* in Health-EMT-Paramedic.
- Mendocino College: *Certificate and A.S. degree programs* in Health Sciences-Emergency Medical Technician-Paramedic.
- American River College (Sacramento) phone (916) 484-8011: *A.S. degree program*, Paramedic.
- Northern California Training Institute (Sacramento) phone (916) 348-4412: *Certificate program*, Paramedic.

Certifying Agencies

Colusa & Glenn Counties: N. California EMS Agency
P.O. Box 491989
Redding, CA 96049-1989
Phone: (530) 221-7900

Lake County: N. Coast EMS Agency
86 E Street
Eureka, CA 95501
Phone: (707) 445-2081

Sutter & Yuba Counties: Sierra-Sac. Valley EMS Agency
3853 Taylor Road, Suite G
Loomis, CA 95650
Phone: (916) 652-3690

Payroll & Timekeeping Clerks

- Lake, Glenn & Tri-County ROP
- Butte, Mendocino & Yuba Colleges

Pharmacy Technicians

- Enloe Hospital Pharmacy Technician School, W. 5th Ave. & The Esplanade, Chico, CA 95926. (530) 891-7499.
- Western Career College, 8909 Folsom Blvd., Sacramento, CA 95826. (916) 361-1660 / (800) 321-2386.

Phlebotomists

- Boston Reed Company, 3022 North St. Helena Highway, Suite 2, St. Helena, CA 94574 Phone: (707) 963-5782 Fax: (707) 963-1973 (training site location: 1625 Stockton Blvd., Sacramento)
- Ja'Onna's Laboratory Skills Training Program, 3760 Morrow Lane, Suite A, Chico, CA 95928 Phone: (530) 345-4248 Fax: (530) 345-4248
- National Career Education, 6060 Sunrise Vista Dr # 3000, Citrus Heights, CA 95610-7058, Phone: (916) 969-4900 (toll-free 800-441-4623)
- Paramedical Services, 498 Silverleaf Dr., Oroville, CA 95966 Phone: (530) 589-5100 Fax (530) 530-589-0753

Photographers

- Butte College: Communication Arts & Technology Commercial Photography Certificate of Achievement, A.S. degree, Fine Arts Photography A.A. degree.
- Yuba College: Photography Certificate of Training, Certificate of Completion, Applied Photography A.S. degree, Fine Arts Photography A.A. degree.
- Tri-County: Yuba College Articulated Class.

OCCUPATIONAL TRAINING

Physical Therapy Aides

- Yuba College, Marysville campus: Nursing-Nursing Assistant, *certificate of training*.
- Valley West Care Center, (Mail: P.O. Box 1059) 1224 E Street, Williams, CA 95987, Phone (530) 473-5321 Fax: (530) 473-5172. *Certified Nursing Assistant certificate program*.
- Glenn Adult Program (GAP): *Certified Nursing Assistant*, (CNA).
- Career Training & Education Center (CTEC), Yuba City: *Basic Patient Care*.
- Glenn County ROP: *Health Occupations/CNA*, Central ROP
- Lake County ROP: *Certified Nursing Assistant*, Lake County Office of Education.
- Tri-County ROP (Colusa, Sutter, & Yuba): *Basic patient Care*, C-TEC Satellite, *Hospital/Community Health Services*, Marysville H.S.

Physical Therapy Assistants

- Western Institute of Science & Health, 120 Avram Avenue, Rohnert Park, CA 95691. (707) 664-9267.
- Pacific Union College, 460 Howell Mountain Road, Anguin, CA 94508 Phone: (707) 965-6311 or toll-free (800) 862-7080, Fax: (707) 965-6432. Physical Therapy Assistant, *certificate of completion*.
- Sacramento City College, 3835 Freeport Blvd., Sacramento, CA 95822, Phone: (916) 558-2568, Fax (916) 441-4142. Physical Therapy Assistant, *associate's degree*. Internet Address: <http://www.scc.losrios.cc.ca.us>
- The U.S. Army, Navy & Coast Guard offer certified apprenticeship training programs for Physical Therapy Specialist. Training consists of 11 to 31 weeks of classroom instruction, including practice in applying therapy techniques. Internet web site: <http://www.militarycareers.com/occ/ephyocc.htm>

Plumbers, Pipefitters & Steamfitters

- 5 year apprenticeships: Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (530) 673-8690.

Radiologic Technologists, Diagnostic

- Santa Rosa Junior College: Radiologic Technology Certificate, five-semester program.
- High-Tech Institute Medical Careers, 1111 Howe Ave. #250, Sacramento, CA 95825. (916) 929-9700.

Receptionists & Information Clerks

- Butte College: Office Information Systems Certificate of Completion, Office Information Assistant Certificate of Achievement, A.S. degree.
- Mendocino College: Secretarial Science - General Office Certificate of Achievement.
- Yuba College: Clerical Certificate of Training.
- Tri-County ROP: Business Communications & Office Education Lab.
- Glenn County ROP: Courses in Office Procedure; Modern Office Practices; Computer Assisted Business Occupations ; & Advanced Office Training.

Recreation Workers

- Butte College: *transfer major*- Liberal Arts
- Mendocino College: *degree program*- Liberal Arts
- Yuba College: *degree and transfer programs*- Health, Physical Education & Recreation
- Santa Rosa Junior College: *degree program* in Parks, Recreation and Leisure Studies
- CSU, Sacramento: *degree program* in Parks, Recreation and Leisure Studies, & Leisure Facilities Management
- CSU, Chico: *degree program* in Parks, Recreation and Leisure Facilities Management
- UOP, Stockton: *degree program* in Sport & Fitness Administration/Management

OCCUPATIONAL TRAINING

Registered Nurses

- Yuba College: ADN.
- Pacific Union College, 100 Howell Mountain Road, Angwin, CA 94508. (707) 965-0104.
- American River College, Sacramento; ADN
- Cabrillo College, Aptos; ADN
- Chabot College, Hayward; ADN
- City College of San Francisco, San Francisco; ADN
- College of San Mateo, San Mateo; ADN
- College of the Redwoods, Eureka; ADN
- Contra Costa College, San Pablo; AND
- CSU, Chico; BSN
- CSU, Hayward; BSN
- CSU, Sacramento; BSN
- De Anza College, Cupertino; ADN
- Dominican-St.Luke's School of Nursing, San Rafael; BSN
- Evergreen Valley College, San Jose; ADN
- Los Medanos College, Pittsburg; ADN
- Marin Community College, Kentfield; ADN
- Merritt College, Oakland; ADN
- Modesto Junior College, Modesto; ADN
- Napa College, Napa; ADN
- Ohlone College, Fremont; ADN
- Pacific Union College, Angwin; ADN
- Sacramento City College: ADN.
- Samuel Merritt/St. Mary's Intercollegiate Nursing Program, Oakland; BSN
- San Francisco State University, San Francisco; BSN
- San Joaquin Delta College, Stockton; ADN
- San Jose State University, San Jose; BSN
- Santa Rosa J.C., Santa Rosa; ADN
- Shasta College, Redding; ADN
- Sierra College, Rocklin; ADN
- Solano Community College, Suisun City; ADN
- University of San Francisco, San Francisco; BSN

Salespersons, Retail - Ex Vehicle Sales

- Glenn County ROP: *Retail Training*
- Tri-County ROP (Colusa, Sutter, Yuba): *Cashier/Checker Training*

Secretaries, except Legal & Medical

- Butte College: Business: Office Information Systems career program.
- Mendocino College: Business: Office Technology certificate of achievement.
- Yuba College: Business: Administrative Secretary certificate of completion.
- Glenn Adult Program, Willows: *Office Procedures*.
- Sierra West Academy (Yuba City): *Information Management Technology* certificate of completion.
- Glenn County ROP: *Business*, Princeton H.S.; *Office Computer Applications*, Willows H.S.; *Office Procedures*, Orland H.S.; *Office Training*, Hamilton H.S.
- Lake County ROP: *Advanced Office Procedures*, Middletown H.S.
- Tri-County ROP (Colusa, Sutter, Yuba): *Office Education Lab*, Boyd Street, Yuba City, CTEC, & Lindhurst H.S.

Secretaries, Legal

- Butte College: Business-Office Information Systems; Legal Office Assistant Certificate of Achievement, A.S. degree.
- Mendocino College: Business Office Technology-Legal Certificate of Achievement, Pre-Law Major A.S. degree.
- Yuba College: Business-Legal Office Skills Certificate of Completion, A.S. degree.
- Glenn County ROP: Hamilton Union H.S., Orland H.S., & Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/ Business Skills.
- Tri-County ROP: Boyd Street/ Yuba City & Colusa County Career Training Center (CTC)-Office Education Lab; Career Training & Education Center (CTEC)-Business Communications & Lindhurst H.S. & Pierce H.S.- Office Education Lab.
- Mendocino County ROP: Machine Transcription. (707) 463-4900.
- Heald College, 2425 Mendocino Ave., Santa Rosa, CA 95404. (707) 525-1300.
- Empire College, 3033 Cleveland Ave., Santa Rosa, CA 95403. (707) 546-4000.Heald

OCCUPATIONAL TRAINING

Business College, 2910 Prospect Park Dr.,
Rancho Cordova, CA 95670. (916) 638-1616.

- Humphreys College, 11344 Coloma Rd., Suite 605, Gold River, CA 95670. (916) 635-3996.
- MTI Western Business College, 5221 Madison Avenue, Sacramento, CA 95841. (916) 339-1500.

Secretaries, Medical

- Butte College: Business-Office Information Systems; Medical Front Office Assistant Certificate of Achievement, Medical Transcriptionist Certificate of Achievement, A.S. degree.
- Mendocino College: Business Office Technology-Medical Certificate of Achievement, A.S. degree.
- Yuba College: Business-Medical Office Skills Certificate of Completion, A.S. degree.
- Glenn County ROP: Hamilton H.S., Orland H.S., and Willows H.S.-Office Training.
- Lake County ROP: Clear Lake H.S. & Middletown H.S.-Office Procedures/ Business Skills.
- Tri-County ROP: Career Training & Education Center (CTEC)-Medical Office Services.
- Empire College, 3033 Cleveland Avenue, Santa Rosa, CA 95403. (707) 546-4000.
- Heald Business College, 2910 Prospect Park Dr., Rancho Cordova, CA 95670. (916) 638-1616.
- MTI Western Business College, 5221 Madison Ave., Sacramento, CA 95841. (916) 339-1500.
- National Career Education, 6060 Sunrise Vista Dr., Suite 3000, Citrus Heights, CA. (916) 969-4900 / (800) 441-4623.
- National Education Center-Sawyer Campus, 8475 Jackson Rd., Sacramento, CA 95826. (916) 383-1909.
- Office Skills Center, 9700 Business Park Dr., Suite 204, Sacramento, CA 95827. (916) 363-7058.
- Pacific Technical Institute, 1325 Howe Ave., Sacramento, CA 95826. (916) 654-8000.

Service Station Attendants

- Tri-County ROP: Lindhurst H.S.-Automotive Services; Yuba City H.S.-Auto Diagnosis and

Tune-up; Live Oak, Marysville, Wheatland and Yuba City H.S.s-Automotive Technology.

- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.
- Butte College: Automotive Technology-General Automotive Certificate of Achievement.
- Mendocino College: Automotive Chassis Specialist Certificate of Achievement, Automotive Technician Certificate of Achievement, Automotive Tune-Up and Electronics Specialist Certificate of Achievement.
- Yuba College: Auto-Engine Performance Certificate of Training, Tune-Up and Drivability Certificate of Training, Automotive Technology.

OCCUPATIONAL TRAINING

Sheet Metal Workers

- Tri-County ROP: Live Oak H.S., Maxwell H.S., Pierce H.S., Sutter H.S. & Wheatland H.S.- Farm Equipment & Metal Fabrication
- **Apprenticeships:** Sacramento Valley Sheet Metal, 1624 Silica Avenue, Sacramento, CA 95815, (916) 922-6400: 1) Sheet Metal-Commercial, (5-year program with certificate of completion) & 2) Sheet Metal- Residential , (2-year program with certificate of completion)..

Small Engine Specialists

- Yuba College: Automotive Technology: Small Engine/Mechanics Certificate of Completion.
- Glenn County ROP: Hamilton H.S.- Ag Mechanics/Small Engines.

Social Workers (except Medical and Psychiatric)

- Butte College: Social & Behavioral Science- Transfer Major & A.S. Degree
- Mendocino College: Psychology-Transfer Major & A.A. Degree
- Yuba College: Human Services-Transfer Major & A.S. Degree

Social Workers-Medical & Psychiatric

- Butte College: Social and Behavioral Science: Alcohol and Drug Studies-Certificate of Achievement, A.S. degree, A.A. degree, Transfer Major Program.
- Mendocino College: Alcohol and Other Drugs-Certificate of Achievement, Ethnic Studies: A.S. degree options-Alcohol & Other Drugs Studies or Family Relations/Child Development: Early Childhood Education, Psychology: A.A. degree, Transfer Programs.
- Yuba College: Human Services: Chemical Dependency Awareness-Certificate of Training, Chemical Dependency Counselor-Certificate of Achievement. Human Services-A.S. degree, Transfer Program. Family and Consumer Studies-Certificate of Training, A.S. degree.
- Breining Institute, 8880 Greenback Lane, Orangevale, CA 95662. (916) 987-0662.

Teachers, Elementary School

- Butte, Mendocino and Yuba Colleges: *articulated coursework and A.A. degrees* in General Education/Studies, Liberal Arts/Studies. *Transfer programs*
- CSU Chico (530) 898-4636
- CSU Sacramento (916) 278-6011
- CSU Sonoma (707) 664-2346
- UC Davis (916) 752-0655
- Chapman University- Yuba City Academic Center (530) 674-2758
- Dominican College of San Rafael, (415) 485-3233
- Patten College, Oakland, (510) 533-8300
- **Licensing Information**
State of California Commission on Teacher Credentialing, Box 944270 (1900 Capitol Avenue), Sacramento, CA 94244-2700 Phone: (916) 445-7254 Internet: <http://www.ctc.ca.gov>
E-mail: credentials@ctc.ca.gov

Teachers, Kindergarten

- Butte, Mendocino and Yuba College each offer A.A. degrees as part of University Pre-Transfer Programs, lower division Liberal Studies courses.
- Dominican College Off-Campus Program, Ukiah (Mendocino County): one-year Teacher Credentialing Program requires BA and passing score on CBEST.
- CSU Sonoma (Ukiah resident program available): Liberal Arts BA, Teaching Credential Program.
- CSU Chico: Liberal Arts BA, Teaching Credential Program/Internship Program.
- CSU Sacramento: Liberal Arts BA, Teaching Credential Program.
- **Licensing Information**
State of California Commission on Teacher Credentialing, Box 944270 (1900 Capitol Avenue), Sacramento, CA 94244-2700 Phone: (916) 445-7254 Internet: <http://www.ctc.ca.gov>
E-mail: credentials@ctc.ca.gov

OCCUPATIONAL TRAINING

Teachers, Preschool

- Butte College: Early Childhood Education Certificate of Achievement, Child Development Transfer Program/A.S. degree.
- Mendocino College: Family Relations/Child Development: Early Childhood Certificate of Achievement, Children's Center Permit, A.S. degree.
- Yuba College: Early Childhood Education-Certificate of Training, A.S. degree.
- Glenn County ROP: Hamilton H.S.-Child Development Aide Training.
- Lake County ROP: Lower Lake H.S.-Careers With Children.
- Tri-County ROP: Career Training & Education Center (CTEC)-Early Childhood Careers.
- The College for Early Childhood Educators, 910 Howe Ave., Sacramento, CA 95825. (916) 921-2400.

Teachers, Secondary School

- Butte, Mendocino and Yuba Colleges: *articulated coursework and A.A. degrees in General Education/Studies, Liberal Arts/Studies. Transfer programs.*
- CSU Chico (530) 898-4636
- CSU Sacramento (916) 278-6011
- CSU Sonoma (707) 664-2346
- UC Davis (916) 752-0655
- Chapman University- Yuba City Academic Center (530) 674-2758
- Dominican College of San Rafael, (415) 485-3233
- Patten College, Oakland, (510) 533-8300
- **Licensing Information**
State of California Commission on Teacher Credentialing, Box 944270 (1900 Capitol Avenue), Sacramento, CA 94244-2700 Phone: (916) 445-7254 Internet: <http://www.ctc.ca.gov>
E-mail: credentials@ctc.ca.gov

Teachers & Instructors-Vocational Education & Training

- Patten College, Oakland, (510) 533-8300

Telephone & Cable TV Line Installers & Repairers

- Mendocino College: Electronics & Electric Technology, *certificate of achievement, A.S. degree, transfer option, occupational option.*
- Yuba College: Industrial Electronics Technology, *certificate of completion, A.S. degree.*
- Sierra West Academy, Yuba City: *Telecommunications Assembly & Repair Technology.*
- Military: The Army, Navy, and Marine Corps offer certified apprenticeship training programs for some specialties of the Communications Equipment Repairer classification. Job training consists of eight to 40 weeks of classroom instruction, including practice with equipment. Internet: <http://www.militarycareers.com/occ/ecomequ.htm>

Tellers

- Tri-County ROP: *Banking Careers*, Career Training & Education Center, Yuba City

Tire Repairers & Changers

- Tri-County ROP: Lindhurst H.S.-Automotive Services; Yuba City H.S.-Auto Diagnosis and Tune-up; Live Oak, Marysville, Wheatland and Yuba City H.S.s-Automotive Technology.
- Glenn County ROP: Orland H.S. & Willows H.S.-Auto Mechanics.
- Lake County ROP: Clear Lake H.S., Kelseyville H.S., Lower Lake H.S. & Upper Lake H.S.-Auto Mechanics.

OCCUPATIONAL TRAINING

Truck Drivers, Heavy or Tractor Trailer

- American Truck School, Redding (530) 223-5693
- Butte College/Swift Trucking, Chico.
- California Human Development Corp./Center for Employment Training, Marysville
- California Truck School, W. Sacramento (916) 372-2300
- Falcon Truck School, Vallejo (707) 643-1700.
- Foster Elite Truck Driving School, Red Bluff (530) 527-3535.
- Mendocino College, Ukiah (707) 468-3102
- Truck Driving Academy, Sacramento (916) 381-2285.
- Western Truck School, W. Sacramento (800) 929-1320
- Swift Truck Driving School, Stockton (209) 943-1476/(800) 827-9438

Typists

- Butte, Mendocino & Yuba College(s): Courses in typing & word processing.
- Glenn, Lake & Tri-County ROPs: Courses in word processing, text processing, & modern office practices.

Utility Line Tree Trimmers

- Glenn County ROP: Princeton H.S.-Ornamental Horticulture.
- Tri-County ROP: Marysville H.S.-Environmental Landscaping/ Ornamental Horticulture.
- Yuba College: Voc. Ed/Contract Ed Program-Utility Line Tree Trimmer.

Veterinary Assistants

- Glenn County ROP: *Animal Science*, Orland H.S.
- Napa County ROP: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Veterinary Assistant certificate program*

Vocational & Educational Counselors

- CSU Chico: Liberal Arts-B.A. degree, Psychology-M.A./M.S. degrees.
- CSU Sacramento: Liberal Arts-BA, Counseling-MS.
- CSU Sonoma: Liberal Arts-B.A. degree, Counseling-M.S. degree.
- Butte, Mendocino and Yuba College each offer A.A. degrees as part of University Pre-Transfer Programs, lower division Liberal Studies courses.

Waiters & Waitresses

- Glenn County ROP: Orland H.S.-Food Service/Hospitality Occupations.

Water & Liquid Waste Treatment Plant & System Operators

- Yuba College: Water and Wastewater Certificate of Completion.

Welders and Cutters

- Butte College: Welding Technology, *certificate and degree programs*.
- Mendocino College: Welding, *selected courses from beginning instruction to updates for industry professionals*.
- Yuba College: Manufacturing Technology/Metalworking-Welding, *certificate program*.
- Napa Valley College: Welding, *degree & certificate programs*
- Arbuckle Adult School, *welding certificate*, 10 week class
- Glenn County ROP: *Welding I & II*, Orland H.S. & Willows H.S.
- Lake County ROP: *Welding*, Kelseyville H.S.
- Tri-County ROP (Colusa, Sutter, Yuba): *Welding*, Yuba City H.S. *Farm Equipment & Metal Fabrication*, Maxwell H.S., Pierce H.S., Live Oak H.S., Sutter H.S. & Wheatland H.S.
- Napa County ROP: 1015 Kaiser Rd., Napa, CA 94558 Phone (707) 253-6830 Fax (707) 253-6841, *Welder Apprentice program*
- Cal Trade Welding Schools, 7115 Bacchini Ave., Sacramento, CA 95828 Phone: (916) 383-4118

OCCUPATIONAL TRAINING

Union Apprenticeships:

- Field Iron Workers JATC, 2840 El Centro Rd., Suite 106, Sacramento, CA 95833 Phone: (916) 927-9073
- Sacramento Valley Sheet Metal (JAC), 1624 Silica Avenue, Sacramento, CA 95815, Phone: (916) 922-6400
- Joint Apprenticeship Committee (JAC) for Plumbing, 719 Sutter Street, Yuba City, CA 95991. (530) 673-8690

Welfare Eligibility Workers

- Butte College: Business - Office Information Assistant Certificate of Achievement.
- Mendocino College: Business Office Technology - Certificate of Achievement
- Yuba College: Business - Clerical Certificate of Training.
- Tri-County ROP: Office Education Lab